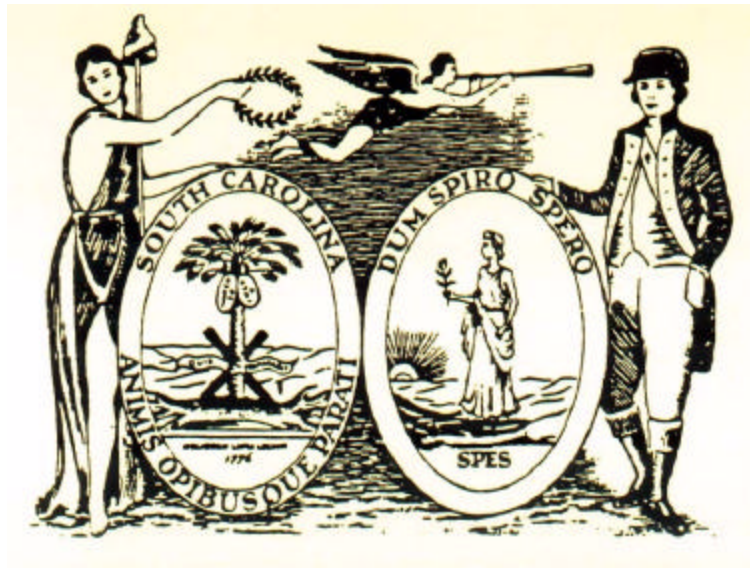


State Vehicle Management Review FY99



**Presented to
The South Carolina General Assembly
and
The State Budget and Control Board**

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State Fleet Management**

Table of Contents

<i>Executive Summary</i>	<i>i</i>
<i>History and Introduction</i>	<i>1</i>
Section I: Administration	3
Assignment of Vehicles/Commuting	3
Individual Assignment	3
Motor Pool Assignment	5
Program or Section Assignment	5
Vehicle Use and Complaints	6
Section II: Operations	8
Vehicle Acquisition	8
Purchasing Cycle/Procedures	8
Size of State Fleet	9
Composition of State Fleet	10
Optional Equipment	11
Vehicle Replacement	12
Fleet Operations	12
Vehicle Identification	12
Vehicle Utilization	14
State Fleet Safety Program	15
Quarterly Accident Summary Report	15
Accident Review Boards	15
Driver Selection and Screening	16
Preventive and Remedial Driver Training	16
Safe Driving Incentive Awards Program	16
Section III: Maintenance	18
Compliance Review Methods for Maintenance	19
Maintenance Facility Certifications	20
Agencies with Maintenance Facilities	20
Work orders and record-keeping	21
Inventory control	21
Purchasing of parts and supplies	21
Preventive Maintenance	22
Cost-effective facility operations	22
Safety	22
Agencies Without Maintenance Facilities	22

Commercial Vendor Repair Program	25
Actual Maintenance Cost	27
Shop Performance Measures	29
Other Cost-Saving Efforts	30
Technical Training Program	30
Negotiated Warranties and Reimbursements	31
Special Assistance	31
 <i>Section IV: Current Developments</i>	 32
State Fuel MasterCard	32
Alternative Fuel Vehicles (AFVs)	35
Progress toward a Paperless Office	36
South Carolina Equipment Management Information System (SCEMIS)	36

Appendices

Appendix A: Code of Laws of South Carolina 1976, §1-11-220 through §1-11-350
Appendix B: Agency Summary Report
Appendix C: Agency Status Report
Appendix D: State Vehicle Purchases
Appendix E: State Vehicle Replacement Criteria
Appendix F: Analysis of Fleet Growth FY96 – 99
Appendix G: Compositions of Sedans and Station Wagons Owned by Agencies
Appendix H: Maintenance Facility Certification Rating by Statutory Area
Appendix I: Maintenance Cost Per Mile as Reported by Agencies
Appendix J: State Fleet Accidents
Appendix K: Alternative Fuel Purchase Requirements
Appendix L: Alternative Fuel Vehicles — Agency Purchase Requirements, Model Year 1999
Appendix M: State of South Carolina Vehicle Utilization Criteria
Appendix N: SCEMIS Users as of 30 June 1999

Executive Summary

Fiscal Year 1999 was a year of continuing development and refinement for the State Fleet. The year saw major developments in the areas of the State Fuel Card, the South Carolina Equipment Management Information System (SCEMIS), and Alternative Fuel Vehicles. The universal acceptance of the State Fuel Card has been a boon to the Fleet. The promotion of SCEMIS has brought a higher quality of information to State Fleet and facilitated the fulfillment of our statutory reporting obligations. Additionally, the wider acceptance of AFVs has kept the State in compliance with federal regulations included in the Energy Policy Act of 1992 (EPAct 92).

Below are the major recommendations from the main body of the Management Review.

SECTION I: ADMINISTRATION

Administrative requirements of the State Fleet Management Program include the assignment of State vehicles; commuting issues; and complaints about the use or misuse of State vehicles. This section covers two main areas of concern: first, the assignment of vehicles, both personal and in motor pools; and second, vehicle use and complaints about misuse of State vehicles.

Area: Vehicle Assignment and Commuting

RECOMMENDATION 1

All vehicle assignments made to individuals should be periodically reviewed by Agency heads to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act and are promptly reported to State Fleet Management in accordance with established procedures.

RECOMMENDATION 2

State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized and, if appropriate, reassign the vehicles to more productive uses, enlarge the size of their respective motor pools, or dispose of the vehicles.

Area: Vehicle Use and Complaints

RECOMMENDATION 3

Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

RECOMMENDATION 4

Agencies should fully investigate all complaints received concerning their employees' driving habits, and should take appropriate corrective action when warranted.

SECTION II: OPERATIONS

Operational requirements of the Motor Vehicle Management Act include the purchase, disposal, identification and operation of State vehicles; fleet safety; maintenance of the statewide vehicle inventory system; and retention of titles for all State vehicles (except school buses and service vehicles owned by the Department of Education and all vehicles owned by the SC Department of Transportation).

The Operations section of the Management Review deals with Vehicle Acquisition, Vehicle Replacement, Fleet Operations, and the State Fleet Safety Program. Here are the recommendations made in each of the first two areas: no recommendations are made in the area of the State Fleet Safety Program.

Area: Vehicle Acquisition

RECOMMENDATION 5

When making new vehicle purchases, agencies should review their fleet composition and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform required tasks.

RECOMMENDATION 6

State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

Area: Fleet Operations

RECOMMENDATION 7

State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are justified and are in compliance with the Motor Vehicle Management Act.

RECOMMENDATION 8

State agencies should periodically examine the utilization of passenger-carrying vehicles to determine whether they meet established utilization criteria.

SECTION III: MAINTENANCE

Section 1-11-220 of the South Carolina Code of Laws required the development of a comprehensive State Fleet Management Program addressing several areas, including maintenance. Section 1-11-290 requires the Board to promulgate rules and regulations governing the operations of State vehicle maintenance facilities. In response to the general requirement of Section 1-11-220, State Fleet Management developed maintenance policies and procedures applicable to all agencies operating State vehicles.

The Maintenance section of the Management Review deals with these areas: Compliance Review Methods for Maintenance; Maintenance Facility Certifications; the Commercial Vendor Repair Program; Actual Maintenance Costs; Shop Performance Measures; and Other Cost-Saving Measures. Here are the recommendations made for the Maintenance section.

Area: Maintenance Facility Certifications

RECOMMENDATION 9

Agencies should periodically review their preventive maintenance programs to ensure continued compliance with the State-approved recommended guidelines.

Area: Commercial Vendor Repair Program

RECOMMENDATION 10

Agencies should use the Commercial Vendor Repair Program (CVRP) as a way to reduce maintenance costs and control vehicle repairs.

Area: Actual Maintenance Cost

RECOMMENDATION 11

Agencies should calculate their fully burdened incremental labor costs and attempt to allocate all direct and indirect shop operating costs through labor and parts charges shown on work orders.

Area: Shop Performance Measures

RECOMMENDATION 12

Agencies should immediately apply flat rate standards, where possible, when performing vehicle repair tasks. Technician hours should be monitored in order to determine the actual productivity level of each technician.

SECTION IV: CURRENT DEVELOPMENTS

The Office of General Services State Fleet Management section remains actively involved in several initiatives to ensure compliance with existing or recently enacted legislation. Each project discussed below will have a significant impact on agencies statewide.

The Current Developments section deals with several areas where exciting new developments are taking place at State Fleet Management. These include the State Fuel MasterCard, developments in the area of Alternative Fuels, progress toward a paperless office, and developments in the South Carolina Equipment Management Information System (SCEMIS).

Area: State Fuel MasterCard

In FY99, State Fleet implemented statewide use of a universal fuel card. This fuel card enabled the operators of State vehicles to purchase fuel at almost any commercial fuel location. While there have been some difficulties associated with the transition, the card is a vast improvement over the old system.

RECOMMENDATION 13

State Fleet Management should continue to work with the vendor to explore other possible alternatives that may offer better solutions to the problems of unidentified products and slow card delivery.

Area: Alternative Fuel Vehicles (AFVs)

RECOMMENDATION 14

Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of EPCA 92, and as a minimum order the required number of AFVs in Model Year 2000.

SPECIAL AREA OF CONCERN

It is becoming increasingly difficult for the State to comply with the Alternative Fuel Vehicle (AFV) acquisition requirements mandated in the Federal Energy Policy Act of 1992 (EPCA92). The percentage of light duty vehicles that are purchased by the State which must be AFVs, continues to increase annually and will reach 75% by the model year 2001. The types of vehicles that can be procured to satisfy these mandates is severely limited by the absence of fuel infrastructure in South Carolina capable of dispensing alternative fuels. As a related issue, due to the imposition of more stringent air quality standards by the Environmental Protection Agency, South Carolina will reach a condition of air quality non-attainment in many areas during FY99-2000. It is critically important that a coordinated effort to address the development of alternative fuel

infrastructure, and the associated availability and use of such fuels, be initiated at the highest levels.

RECOMMENDATION 15

Future solicitations for bids on vehicles should include separate solicitations for Alternative Fueled Vehicles for those vehicle classes covered under EPAct 92. Efforts to identify sources of alternative fuels should be pursued, and an examination of their usability should be conducted.

Area: Progress toward a Paperless Office

In FY99, SFM made progress toward reducing the amount of paper consumed in the process of billing our client agencies. The Maintenance and Program Support teams at State Fleet collaborated to scan CVRP invoices into a “soft copy” rather than send copies with every bill. This change in procedure not only reduces paper handling but also eliminated five of State Fleet’s vertical file cabinets.

RECOMMENDATION 16

State Fleet and other agencies should continue to find ways to reduce the amount of paper and other resources consumed when electronic copies of the same information would suffice.

Area: South Carolina Equipment Management Information System (SCEMIS)

SCEMIS, which is offered at no cost to our client agencies, greatly improves the quality of information State Fleet receives to prepare its statutorily mandated reports. The number of client agencies for SCEMIS rose in FY99 after State Fleet hired a full-time staff member to promote and manage the system.

RECOMMENDATION 17

Agencies not currently using SCEMIS or an approved alternative system should become SCEMIS users.

History and Introduction

The Budget and Control Board's (Board) Division of Motor Vehicle Management was created by Executive Order of the Governor in 1975. The State Fleet Manager was appointed to prepare, promulgate, monitor, and enforce motor vehicle management regulations approved by the Board, and to actively provide motor vehicle fleet management and technical assistance to all State agencies. In 1994, the Division was designated as a section of General Services and the name subsequently was changed to State Fleet Management (SFM).

The Division of Motor Vehicle Management was authorized by statute in Act 644 of 1978 (commonly referred to as the Motor Vehicle Management Act - Appendix A). This Act assigns the responsibility for developing and administering a comprehensive fleet management program to the Board and addresses the areas of vehicle acquisition, assignment, identification, replacement, disposal, maintenance, operation, and safety. The Act also cites six specific objectives for the Board to achieve through its policies and regulations. These objectives are:

- 1) To achieve maximum cost-effective management of State-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions;
- 2) To eliminate unofficial and unauthorized use of State vehicles;
- 3) To minimize individual assignment of State vehicles;
- 4) To eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of State vehicles;
- 5) To acquire motor vehicles offering optimum energy efficiency for the tasks to be performed;
- 6) And to ensure motor vehicles are operated in a safe manner in accordance with a Statewide Fleet Safety Program.

The Act requires the State Fleet Manager and the State Motor Vehicle Management Council to report annually to the Budget and Control Board and the General Assembly concerning the

performance of *each* State agency in achieving the major objectives of the Act. SFM takes several steps in preparation for publication of the Management Review. SFM sends questionnaires to each State agency operating motor vehicles, makes periodic on-site visits to the agencies, and provides, on a continuing basis, guidance and assistance to agency representatives concerning fleet management policies and procedures.

The Management Review is divided into four sections: Administration, Operations, Maintenance, and Current Developments. A status report for those areas of the State Fleet Management Program applicable to each section is included. Summary data regarding each State agency can be found in Appendix B, compliance levels in Appendix C and vehicle maintenance costs in Appendix I.

Compliance of agencies with the State Fleet Management Program can have a significant fiscal impact on the State. There are measures that SFM and responsible State agencies can take to increase efficiency with regard to the State fleet, and some of these measures are discussed in this *Review*. In addition, you will find that many of the recommendations are directed at State agencies. While SFM is responsible for developing and administering a comprehensive fleet management program, the agencies also have responsibility to place a higher priority on fleet management and to abide by the management policies, procedures, and principles of the program. Only a cooperative effort by SFM and other State agencies can meet the goal of achieving cost-effective management of the State fleet.

Section I: Administration

Administrative requirements of the State Fleet Management Program include assignment of and commuting in State-owned vehicles, as well as vehicle use and complaints. These areas of review are addressed in this section.

ASSIGNMENT OF VEHICLES/COMMUTING

State vehicles serve many purposes, and the different types of missions require different types of assignments. Some vehicles are designated for use exclusively by one person, while others are assigned to a motor pool, where individuals can check them out for shorter assignments. These are the assignment types in more detail:

Individual Assignment

One objective of the Motor Vehicle Management Act is to minimize the individual assignment of State vehicles. The Budget and Control Board has developed assignment criteria to determine when an individual assignment should be made. The criteria, established in 1982 through Administrative Regulation 19-603 (later changed to Budget and Control Board Policy Directives) are:

- 1) Travel requirements of an appropriate number of miles as determined by the Board;
- 2) Vehicles required for the individual use of the Governor and statewide elected officials;
- 3) Full-time line law enforcement officers;
- 4) Vehicles essential to the performance of official duties by individuals whose remote location or total official use are such that they preclude shared use;
- 5) Highly specialized vehicles and heavy equipment requiring training or technical skill; and
- 6) Circumstances, as determined by the agency head, which warrant individual assignment in the best interest of the State.

In the FY94/95 Appropriations Act, the General Assembly passed the following as a proviso to the Annual Appropriations Act (later codified as an amendment to the Motor Vehicle Management Act).

SECTION 18

TO AMEND SECTION 1-11-270 OF THE 1976 CODE, RELATING TO THE DIVISION OF MOTOR VEHICLE MANAGEMENT ESTABLISHING CRITERIA FOR INDIVIDUAL ASSIGNMENT OF MOTOR VEHICLES, SO AS TO DEFINE THE CONDITIONS FOR WHICH A STATE-OWNED VEHICLE MAY BE ASSIGNED TO STATE EMPLOYEES.

Section 1-11-270 of the 1976 Code is amended to read:

“Section 1-11-270. (A) The board shall establish criteria for individual assignment of motor vehicles based on the functional requirements of the job, which shall reduce the assignment to situations clearly beneficial to the State. Only the Governor, statewide elected officials, and agency heads are provided a state-owned vehicle based on their position.

(B) Law enforcement officers, as defined by the agency head, may be permanently assigned state-owned vehicles by their respective agency head. Agency heads may assign a state-owned vehicle to an employee when the vehicle carries or is equipped with special equipment needed to perform duties directly related to the employee's job, and the employee is either in an emergency response capacity after normal working hours or for logistical reasons it is determined to be in the agency's interest for the vehicle to remain with the employee. No other employee may be permanently assigned a state-owned vehicle, unless the assignment is cost advantageous to the State under guidelines developed by the State Fleet Manager. Statewide elected officials, law enforcement officers, and those employees who have been assigned vehicles because they are in an emergency response capacity after normal working hours are exempt from reimbursing the State for commuting miles. Other employees operating a permanently assigned vehicle must reimburse the State for commuting between home and work.

(C) All persons, except the Governor and statewide elected officials, permanently assigned with automobiles, shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed.

However, trip logs must not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.”

This year, agencies reported 3,756 permanently assigned vehicles (2,112 law enforcement and 1,644 other), a decrease of 253 (6.3%) over those reported in FY98. Reports from agencies on the number of individuals authorized to commute indicate that this number also decreased to 1,779, a reduction of 352 (16.5%) from those reported in FY98.

Recommendation 1: All vehicle assignments made to individuals should be periodically reviewed by Agency heads to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act and are promptly reported to State Fleet Management in accordance with established procedures.

Motor Pool Assignment

The most inefficient use of a fleet vehicle generally occurs when it is assigned for the exclusive use of one individual. Conversely, the most efficient use of a vehicle generally occurs when it is pooled for the use of many persons. In FY99, only 13.1% (2,603) of the State fleet was pooled. At the same time, 18.9% of the fleet was permanently assigned to individuals. Appendix B shows the size of various agency motor pools.

Program or Section Assignment

The remaining 68% of the fleet, while not assigned to one individual for exclusive use, may be reserved for the use of only one section, or two or more individuals, or may be restricted in use due to the task specific design of the vehicle.

Recommendation 2: State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized and, if appropriate, reassign the vehicles to more productive uses, enlarge the size of their respective motor pools, or dispose of the vehicles.

VEHICLE USE AND COMPLAINTS

The Motor Vehicle Management Act directs the Budget and Control Board to eliminate unofficial and unauthorized use of State vehicles. To accomplish this objective, the Board has issued directives regarding vehicle use, provided examples of authorized and unauthorized use, and developed a complaint process by which the public can submit complaints alleging misuse of State vehicles.

Figure I.A summarizes the complaints received by SFM from FY95 through FY99. As the graph indicates, there was an **increase** in the number of complaints received this year when compared with FY98. In fact, complaints have risen steadily since a sharp decrease in FY96. Speeding complaints continue to dominate: 57 percent of complaints received this year were alleged speeding violations.

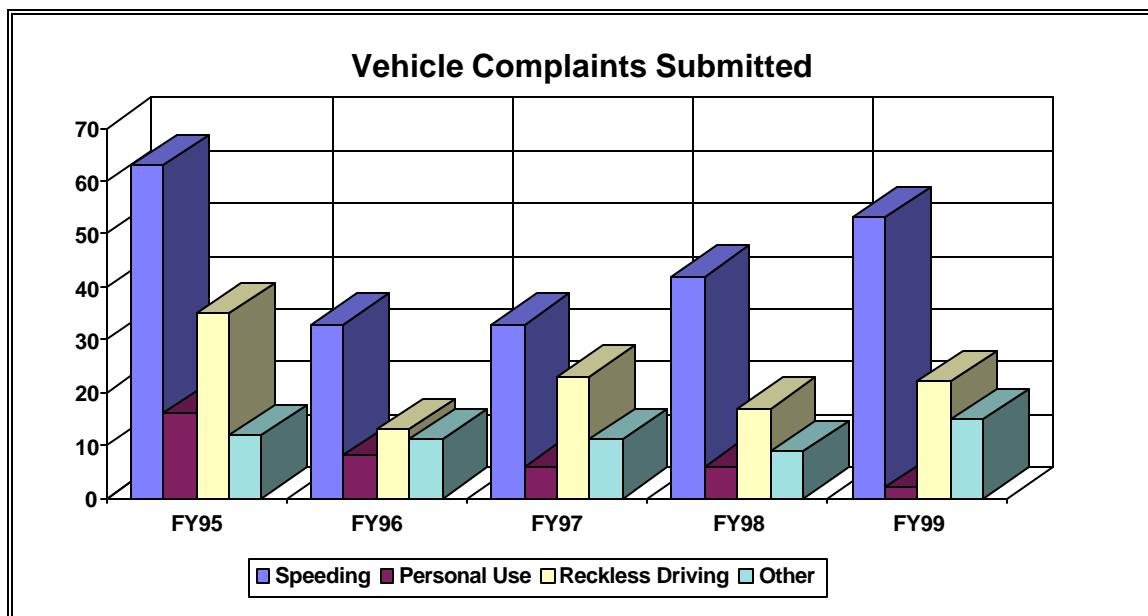


Figure I.A

When SFM receives a complaint, it forwards a letter and a form detailing the complaint to the head of the agency responsible for the vehicle cited. The letter asks the agency

head to investigate the complaint and notify SFM in writing of the results. While some agencies are diligent in their investigations, others are less than enthusiastic about following up.

It is important that agencies fully investigate complaints. As public servants, it is incumbent upon State agency directors to hold their employees accountable for their actions, especially when it is determined that the employees did not conduct themselves in a professional manner. Since State employees make convenient targets for public scorn, it is vitally important that they observe the law and policy when operating highly visible State vehicles. For many citizens, the only time they see State employees is while the employees are driving State vehicles. Disregard for law and policy serves only to create a negative public perception.

Recommendation 3:

Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

Recommendation 4:

Agencies should fully investigate all complaints received concerning their vehicles, and should take appropriate corrective action when warranted.

Section II: Operations

Operational requirements of the Act include the purchase, disposal, identification and operation of State vehicles, fleet safety, maintenance of the statewide vehicle inventory system and retention of titles for all State vehicles (except school buses and service vehicles owned by the Department of Education, and all SC DOT vehicles). Each of these areas is addressed in this section.

VEHICLE ACQUISITION

The Motor Vehicle Management Act prescribes the following requirements that affect the acquisition and disposal of State-owned vehicles.

- Sect. 1-11-220 (a.) “to achieve maximum cost effectiveness [sic] management of State-owned vehicles....”
- Sect. 1-11-220 (e.) “to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.”
- Sect. 1-11-310 “The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated life-cycle costs.”

PURCHASING CYCLE/PROCEDURES

Each year, the Office of General Services solicits bids from vehicle dealers for contracts on many different classes of motor vehicles. State contracts are binding and are mandatory for all State agencies and optional for all political subdivisions (city, county and regional governments) when making vehicle purchases.

The cycle begins in July, when the State Vehicle Specifications Committee reviews existing specifications for each class of vehicles. All technical specifications, including optional equipment to be included on vehicles ordered are reviewed and adjusted as necessary. Once technical specifications have been revised and approved by the Committee, the Materials Management Office distributes these, along with Invitations to Bid, to prospective vendors located throughout the State.

Bids are received and evaluated and contracts are awarded in September and October. Contracts for large vehicles (those vehicles over 10,000 GVW) are awarded to those vendors who submit the lowest bid within class. However, contracts for vans, light trucks, and sedans are awarded for those vehicles, within class, which have the lowest anticipated life-cycle costs.

Once contracts are awarded and published, eligible entities begin to submit their orders for new vehicles. Cities, counties and other eligible entities submit purchase orders directly to the appropriate vendors. State agencies, other than DOE, must submit purchase orders to State Fleet Management, which ensures that the orders are in compliance with applicable policies. SFM amends and/or approves the orders, and forwards them to the appropriate vendor. Several issues concerning vehicle acquisitions are discussed below.

SIZE OF STATE FLEET

In FY 1999, the State fleet consisted of slightly less than 20,000 vehicles (including school buses and service vehicles operated by the Department of Education), with an acquisition value of over \$160 million. The number of vehicles in the State fleet decreased slightly between FY96 and FY97, rose slightly in FY98, and declined again in FY99 (see Appendix F, Analysis of Fleet Growth). In FY99, the State purchased 1,809 vehicles at a cost of \$36,582,456.00. Individual agency vehicle purchases, categorized by source of funds, are shown at Appendix D.

Of a total of \$36,582,456.00 spent for vehicles in FY99, 32.5% (\$11,885,287) came from State appropriated funds. The remaining 67.5% came from either Federal funds or other funds, or from a combination of the two.

To discharge its legislative mandate to “...achieve maximum cost-effectiveness [sic] management of State-owned motor vehicles...,” SFM has the responsibility of ensuring that State agencies have an adequate, but not excessive, number of vehicles in their respective fleets. Orders for new vehicles must be accompanied by a Request to Dispose of an existing State vehicle. This procedure was designed to preclude unwarranted fleet growth. Written justification must accompany orders for fleet additions. Acceptable justifications for additional vehicles include:

- Program growth
- New mission

- New employees

Additionally, agency directors are required to certify that the agency has no existing vehicles available to reassign to meet the new requirement. Vehicles designated for disposal must meet age/mileage criteria established by SFM (Appendix E).

Comment: Agencies should continue to monitor their vehicle purchases carefully to ensure that unwarranted fleet growth does not occur.

COMPOSITION OF STATE FLEET

SFM has developed several policies and procedures designed to ensure that State agencies “...acquire motor vehicles offering optimum energy efficiency for the tasks to be performed,” while complying with Federal mandates on Alternative Fuel Vehicles. This legislative mandate implies that agencies should purchase smaller, more fuel efficient vehicles, as long as these vehicles can adequately perform their intended mission.

In the acquisition process, State Fleet Management converts EPA fuel mileage estimates to a “Life Cycle” monetary figure in order to assign a weighted advantage to fuel efficient vehicles. SFM purchases vehicles with the lowest anticipated life cycle costs **within class**. SFM has a long-standing policy that existing vehicles must be replaced with vehicles of equal or smaller size. Requests to increase the size of replacement vehicles must be fully justified by agency directors.

In the Energy Conservation and Efficiency Act (ECEA) of 1992, the General Assembly mandated that the Standard Fleet Sedan/Station Wagon be a compact model, with the Special Fleet Sedan/Station Wagon to be an intermediate model. The Assembly expressly forbade the purchase of full-size sedans or station wagons for non-law enforcement use (with certain exceptions). Accordingly, SFM removed these types of vehicles from the State contract listing effective with the 1993 model vehicles. This action has “downsized” the agency non-law enforcement sedan/station wagon fleets over time. Appendix G shows a detailed listing by agency of the size and composition of the State sedan/station wagon fleet as of June 30, 1999. Close examination of this information reveals that several agencies still have a disproportionate number of full-size sedans/station wagons in their fleets.

Recommendation 5: When making new vehicle purchases, agencies should review their fleet composition, and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform the required tasks. Agencies should always purchase alternative fuel vehicles whenever such a vehicle is available and can perform in the application.

OPTIONAL EQUIPMENT

To ensure that State funds are not spent unnecessarily, the State Vehicle Specifications Committee annually reviews the equipment that should be bid as “standard” on the various classes of State vehicles. This equipment is recommended to the State Fleet Manager, who decides what should be included as standard on the vehicle. While this “standard equipment” varies widely between classes of vehicles, the following items are considered “standard” on State-owned passenger-carrying vehicles:

- | | |
|---|---|
| <input type="checkbox"/> Air conditioner | <input type="checkbox"/> Tinted glass |
| <input type="checkbox"/> AM/FM stereo radio | <input type="checkbox"/> Rear window defogger |
| <input type="checkbox"/> Power brakes & steering | <input type="checkbox"/> Automatic transmission |
| <input type="checkbox"/> Power door locks | <input type="checkbox"/> Cruise control |
| <input type="checkbox"/> Intermittent windshield wipers | |

If the agency certifies that other optional equipment is required for the employee to perform his or her duties, and submits appropriate justification, this additional optional equipment may be paid for with agency funds. If the equipment is for the convenience of the employee, it may be approved, provided the employee pays for it in advance with personal funds.

While most agencies comply with the limitations placed on the purchase of optional equipment, some do not. The most frequently ordered additional equipment includes:

- ☐ Larger engines
- ☐ Power windows and seats
- ☐ Cassette players

Non-essential optional equipment purchases increased from 379 items costing \$93,175 in FY98 to 584 items costing \$107,960.89 in FY99.

Recommendation 6: State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

VEHICLE REPLACEMENT

SFM developed a fleet cycling policy (see State Vehicle Replacement Criteria at Appendix E) which is designed to ensure that the State fleet is managed in the most cost-effective manner possible. Vehicle replacement criteria was reexamined in FY96, and a quantitative regression analysis showed that the life cycle of several classes of vehicles could be extended. This extension was affected by:

- Significant price increases for new vehicles
- Better agency preventive maintenance programs
- Improved quality of new vehicles

The cycling policy is flexible, and adherence to it is largely dependent on each agency's funding status in any given year. Also, if a vehicle is declared excess to State agency requirements, early disposal is an option.

FLEET OPERATIONS

The provision of fleet management expertise and advice to State agencies is one of the primary responsibilities of SFM. Several fleet operational areas are addressed below.

VEHICLE IDENTIFICATION

One objective of the Motor Vehicle Management Act is to eliminate unofficial and unauthorized use of State vehicles. It is an axiom within the fleet management profession that one of the primary deterrents to unauthorized use is that vehicles be clearly marked as government property.

The Motor Vehicle Management Act provides that "...all State-owned motor vehicles [be] identified as such through the use of permanent State government license plates and either State

or agency seal decals.” The Act further provides that the following types of vehicles may be exempted from these identification requirements:

- Those vehicles operated by law enforcement officers engaged in undercover law enforcement work.
- Those vehicles carrying human service agency clients in those instances in which the privacy of the client would be clearly and necessarily impaired by identification of the vehicle.
- Those vehicles exempted by the Budget and Control Board.

SFM has established controls to ensure that only appropriate vehicles are exempted from the above identification requirements. Agencies seeking exemption from the State government license plate requirement (and by definition from the State seal identification requirement) must complete SFM Form 1-79, which must be signed by the head of the requesting agency. Those exemptions sought under the law enforcement provision are reviewed by the Chief, State Law Enforcement Division (SLED), who recommends approval/disapproval to SFM. Those seeking exemption under the other two exemption provisions send their requests directly to SFM. In all cases, the State Fleet Manager, acting for the Board, makes the final decision concerning exemption from the SG license plate requirement.

There are cases in which the display of an SG plate is acceptable, but not display of a State or agency seal decal. These cases must fit one of the three exemption criteria described above. Agencies wishing to exempt vehicles from the seal identification requirement must complete SFM Form 7-84 and forward it directly to the State Fleet Manager for consideration. The vast majority of State-owned vehicles are marked with both the State government license plate and a State or agency seal decal. Of the 19,770 State vehicles reported in the 1998 Management Review questionnaires, 17,243 carried the SG license plate. Additionally, approximately 1600 Highway Patrol vehicles carry the new “HP” license plate.

The following table shows the most frequent justifications for non-SG (“Confidential”) plates and exemptions from the State or agency seal decal identification requirement:

Identification Exemptions				
	Law Enforcement	Human Service	Other	Total
Confidential Tag	1,053	6	111	1,170
Seal Exemption	8	4	22	34
TOTALS	1,061	10	133	1,204

Table II.A

Total Identification Exemptions increased from 1,199 in July 1998 to 1,204 in June 1998.

However, the figures in Table II.A do not reflect seal exemptions from the Department of Social Services. DSS last updated this information with State Fleet in 1994; since that time, the agency has failed to respond to State Fleet's requests for this information.

Recommendation 7: State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are justified, and are in compliance with the Motor Vehicle Management Act.

VEHICLE UTILIZATION

The issue of vehicle utilization is closely related to the assignment practices discussed in Section I. SFM estimates that effective utilization of a passenger-carrying vehicle occurs when a vehicle accrues 1,200 miles per month (14,400 miles per year). Mileage alone is only one indicator of the need for a vehicle. There are many cases where vehicles will not accrue many miles but are, nevertheless, necessary (for example, a university building utility vehicle). However, mileage is a *rough indicator* of the need for a passenger-carrying vehicle.

In 1993, the Legislative Audit Council (LAC) found that:

“...329 (27%) of 1,198 permanently assigned vehicles we analyzed do not meet DMVM minimum annual mileage criteria for assignment.” “...408 (15%) of 2,731 motor pool and office vehicles we analyzed do not meet DMVM annual mileage criteria.”¹

¹ South Carolina Legislative Audit Council, A Review of State Government Motor Vehicle Resources, April 1993

In response to this LAC finding, a statewide committee, chaired by State Fleet Management, developed utilization criteria (Appendix M) keyed to both mileage and frequency of use.

Recommendation 8: State agencies should periodically examine the utilization of passenger-carrying vehicles to determine if they meet established utilization criteria.

STATE FLEET SAFETY PROGRAM

The State Fleet Safety Program was established in March 1987 to comply with Section 1-11-340 of the Motor Vehicle Management Act. The purpose of the program is to **“minimize the amount paid for rising insurance premiums and reduce the number of accidents involving State-owned vehicles.”** In February 1992, the Board approved two major new provisions that require law enforcement agencies to provide written guidelines and training programs regarding operation of emergency vehicles, and allow agencies more flexibility in imposing periods of suspension for repetitive “at fault” State vehicle accidents. The program contains five major provisions. The following is a summary of each of the provisions:

QUARTERLY ACCIDENT SUMMARY REPORT

All agencies are required to submit quarterly Accident Summary Reports. Most agencies submit their reports as required. During the first two years of the program, the number of accidents reported rose over 10% each year. The large increases resulted primarily from improved reporting requirements. The State Fleet’s Accident Frequency Rate from FY91 to FY99 is shown in Figure II. B. Individual agency accident data from FY98 is shown at Appendix J.

ACCIDENT REVIEW BOARDS

All agencies are required to operate an Accident Review Board (ARB). While most of the agencies have implemented an ARB of some type, the quality of reviews ranges from those which meet all the requirements of the Fleet Safety Program to informal ARBs composed of one or two employees who occasionally review accidents occurring in their agencies. Agencies’ ARBs have the discretion to find drivers at fault and determine corrective actions to be taken in consideration of their own agency’s environment. Therefore, there are variations between agencies in the imposition of penalties and recommended corrective actions.

The Budget and Control Board has issued guidelines regarding the responsibilities of an Agency Accident Review Board, as well as the minimum corrective actions that are recommended to be taken under varying circumstances. Where agencies provide the maximum management support to the ARB process, the Fleet Safety Program is significantly enhanced.

DRIVER SELECTION AND SCREENING

Approximately 61% of the agencies have established procedures to annually screen the Motor Vehicle Records of all agency employees who have occasion to drive State-owned vehicles. Many agencies are finding through the screening process that some employees are operating State vehicles without having a valid driver's license. The State has a responsibility to ensure that its drivers are licensed. Failing to keep unlicensed drivers from driving State vehicles puts the State at risk in the event of accidents involving those drivers.

PREVENTIVE AND REMEDIAL DRIVER TRAINING

During the first three years of the program, emphasis was placed on the 8-hour driver training course. However, the program provides for employees to participate in a 4-hour refresher course every three years once they have completed the initial 8-hour course. There should be a significant increase in the number of employees attending the 4-hour refresher course; however, this is not occurring. The lack of certified instructors and training resources in some agencies for the 4-hour refresher course appears to be the primary reason. Agencies which have their own instructors have kept pace with the need to train employees, while those without their own instructors have not. Several agencies lacking the necessary in-house training assets have discussed ways to supplement their training programs. This initiative is expected to lead to an increase in driver safety training in future years.

SAFE DRIVING INCENTIVE AWARDS PROGRAM

The Fleet Safety Program provides for both employee safe driving awards and agency awards. The employee safe driving awards program has shown remarkable growth. The award was presented to 435 employees in 1986 as compared to over 2,000 in each of the last eight years. The 3,020 employees who received awards for 1999 came from 27 agencies participating in the program. While participation is recommended, it is not required under the Fleet Safety Program.

Obviously, as evidenced by the increase in recipients between 1986 and 1999, participation in this program is increasing.

Agency awards are given to the best large, medium and small-size agencies, as well as to the most improved agency. The awards are presented to those agencies that have been the most effective in administering the State Fleet Safety Program. Competition for the agency awards is increasing, especially among those agencies that are taking a proactive approach to vehicle safety. Winners of the awards this year were:

- **Most Improved Agency:** Department of Education
- **Best Large Agency:** South Carolina Forestry Commission
- **Best Medium Agency:** Governor's Office
- **Best Small Agency:** John de la Howe School

The State Fleet Safety Program has made significant progress toward achieving the established objectives, and results in significant savings to the State. The state fleet traveled 153,752,298 miles during FY99 and experienced an Accident Frequency Rate (AFR) of 6.76 accidents per million miles.

It is interesting to note that during FY99 3,248 State employees successfully completed the Defensive Driving Course or the Driver Improvement Program.

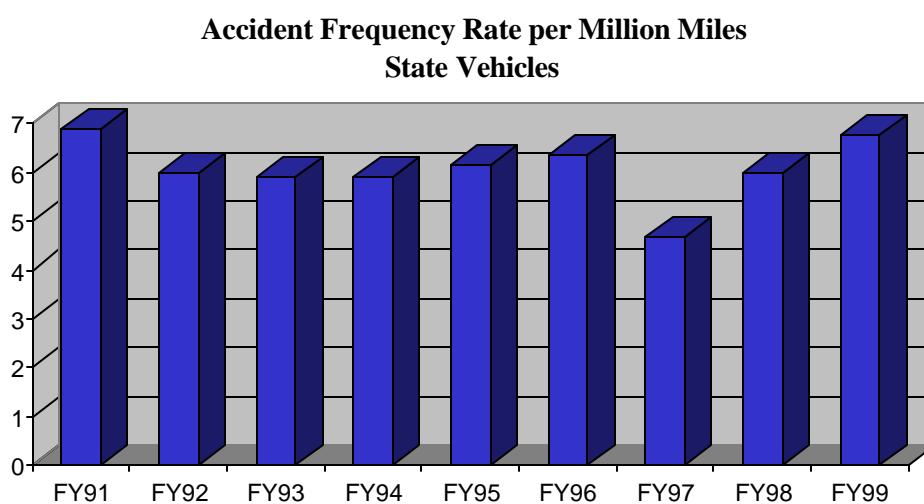


Figure II.B

Section III: Maintenance

Section 1-11-220 of the SC Code of Laws required the development of a comprehensive State Fleet Management Program addressing several areas, including maintenance. Section 1-11-290 requires the Board to promulgate rules and regulations governing the operation of State vehicle maintenance facilities. These statutory areas (rules and regulations) were established to include provisions for:

- Purchasing of supplies and parts;
- An effective inventory control system;
- A uniform work order and record-keeping system assigning actual maintenance cost to each vehicle;
- Preventive maintenance programs for all types of vehicles;
- Cost-effective facility operations; and
- Shop Safety.

In response to the general requirement of Section 1-11-220, SFM developed several maintenance policies and procedures applicable to all agencies operating State vehicles, *regardless of whether the agency had its own maintenance facility.*

In June 1985, the General Assembly adopted regulations 19-630 through 19-633 to ensure that agencies *operating State vehicle maintenance facilities* were complying with the minimum requirements of the Act. SC Budget and Control Board Policy Directives Subarticle 2-1 through 2-4 have now replaced these regulations. These regulations directed the development of a manual for the operation and certification of all State vehicle maintenance facilities. SFM developed a manual and, before publication, circulated it through agencies owning maintenance facilities. This manual is referred to as the “South Carolina Maintenance Facility Certification Program.”

COMPLIANCE REVIEW METHODS FOR MAINTENANCE

SFM reviews State agencies for maintenance compliance (maintenance of State vehicles and operation of State vehicle maintenance facilities) in one of two ways:

- Agencies *not operating maintenance facilities* are reviewed during the annual Management Review process. SFM conducts this review by questionnaire.
- Agencies *operating State vehicle maintenance facilities*, which must also comply with the requirements of the South Carolina Maintenance Facility Certification Program, are scheduled for review at various times throughout the fiscal year. The agencies are reviewed through one of the following methods.

On-site reviews for:

- All facilities that received a rating of **borderline meets** or **unsatisfactory** the prior year.
- All other facilities not receiving a rating of **satisfactory** or **outstanding** for the last three years. This will include any new facility.
- Other facilities where the shop supervisor has changed since the last on-site review.
- Each year, at least one third of the remaining facilities (randomly selected) will receive an on-site review.

Review via questionnaire for:

- Facilities not included in on-site reviews

Facilities that meet the requirements of the program may continue operation. If a facility fails to meet program standards, the Board may withdraw the facility's certification and/or take other action.

MAINTENANCE FACILITY CERTIFICATIONS

Agencies with Maintenance Facilities

During FY99, a total of 88 (100%) of the 88 facilities were re-certified. (See Figure III.A). SFM conducted 40 on-site reviews, with 48 facilities being certified via the questionnaires. No courtesy reviews were conducted.

Appendix H shows the ratings attained during the on-site review for each facility. Two Department of Transportation facilities, Lancaster, and Aiken, were found unsatisfactory. One Clemson University – Pee Dee Research and Education Center, was found unsatisfactory. SFM provided assistance to these facilities in order to correct problems indicated on the reports so they could again meet standards. The framework of the review process is listed on page 19. Facilities certified through the questionnaire method are not rated in each area; however, if questionnaire responses indicate no significant changes in procedures since the last on-site review, a satisfactory rating is granted.

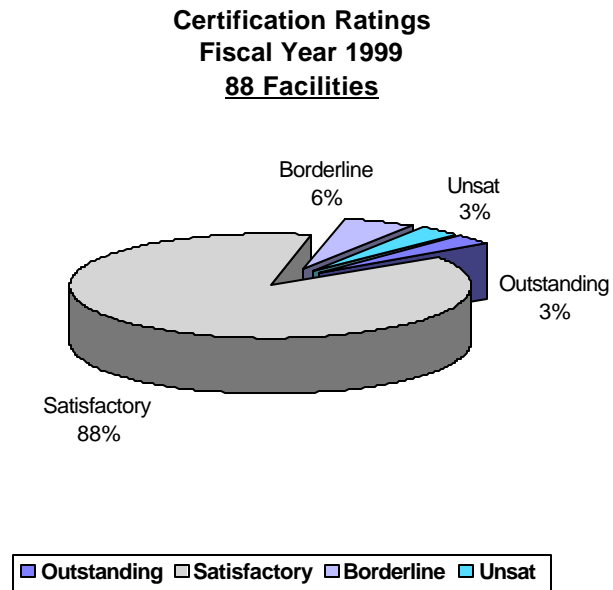


Figure III A

During FY99, the Department of Health and Environmental Control and the DOT facilities in Bamberg and Marion Counties were awarded **Outstanding Maintenance Facility Certifications**. For a facility to receive an overall rating of outstanding (exceeds requirements), it must have received an on-site review with no prominent violations. The facility must have detailed maintenance records indicating excellent audit trails and a clean and safe working environment, and the personnel must show a sense of pride in the performance of their mission. Some of the most common problems found in each area during FY99 are listed as follows.

Work orders and record-keeping

- The Technician Work Sheet was not completed in accordance with the DOT Shop Manual.
- The Shop Supervisor's technician number was being posted to the Shop Service Tickets as receiving all parts placed on equipment.
- Parts were charged to Shop Service Tickets, but no labor was charged to install the parts.
- Labor hours on the Shop Service Tickets was different from the hours on the Technician Work Sheet.
- Shop Service Tickets were open for inordinate amounts of time — up to a month in some cases.
- The service description did not describe the actual work performed on the vehicle or equipment (for instance, "Replace engine" was written in the description but a radiator and an oxygen sensor were placed on the vehicle).

Inventory control

- Error rate in the sampled inventory over twenty percent (20%).
- The Parts Request Form was not completed in accordance with the shop manual.
- Obsolete and unidentifiable parts in office area and parts room.
- Maintenance items (shovels, raincoats, etc.) not taken out of parts room in accordance with DOT policy.
- Complete part descriptions not entered on Shop Service Tickets or work orders.
- Supply Depot invoices had not been posted to the inventory for approximately a year.

Purchasing of parts and supplies

- Maintenance facility personnel not using the State Contract for Miscellaneous Vehicle/Automotive Replacement Parts or personnel not verifying prices to ensure the State was receiving the correct discounts.

Preventive Maintenance

- Preventive maintenance or lubrication services not performed within the agency's or manufacturer's guidelines (over 15% error rate is cause for failure in this area).
- Incorrect mileage entered on the Shop Service Ticket or service order when a service order or ticket is initiated.

Cost-effective Facility Operations

- Excessive labor hours charged for some repairs made to vehicles (for instance, 12 hours for PM service level 2 on a sedan).
- An exorbitant amount of labor being charged on work orders for work performed (for instance, four hours to replace a battery).

Safety

- Unkempt and very disorganized facility.
- Material Safety Data Sheets (MSDS) could not be located for chemicals being used in the facility.
- There was no emergency shower in the maintenance shop.

AGENCIES WITHOUT MAINTENANCE FACILITIES

In July 1988, SFM notified all agencies owning vehicles that effective January 1, 1989, they were to implement and maintain cost per mile (CPM) data according to a published formula. The management review questionnaire for FY99 addressed the issue of maintenance cost per mile by type of vehicle. Some specific questions addressed were:

- time and mileage intervals for preventive maintenance and engine oil changes by type of vehicle;
- if current procedures incorporate a method by which previously applied parts or repairs could later be identified by component and type of vehicle;

- the current type of management information system, and if it enabled the agency to maintain Maintenance Cost Per Mile (MCPM) by vehicle and by category of vehicle;
- actual funds expended for maintenance by vehicle type; and where vehicles were taken for maintenance and repair services.

Some agencies reported having their vehicles repaired and serviced commercially, while others used their own maintenance facilities. Agencies that do not service their vehicles in-house or do not own a shop should consider using the Commercial Vendor Repair Program (CVRP). This program not only saves money, but also provides a means to receive reimbursement or extended warranty from manufacturers. A full explanation detailing the benefits of the CVRP is presented later in this section.

Most agencies indicated in the FY99 Management Review Questionnaire that their maintenance and lubrication services were performed in accordance with the published guidelines. However, it is suggested that agencies review Appendix I and if necessary, revise their Preventive Maintenance (PM) schedules to comply with the guidelines in this section.

All vehicle manufacturers recommend service intervals that will ensure the vehicle is serviced at a regular interval, either by months or mileage, whichever comes first. They usually will recommend one of two intervals, Severe Service or Normal Service, based on the way the vehicle is operated or the conditions in which the vehicle is operated. Over-maintaining a vehicle can be as expensive as under-maintaining it. Managers must be aware of the intervals and choose the one that will ensure that components are not wearing prematurely because of the lack of service.

A good interval for most state vehicles that are not operated under severe conditions (as published by manufacturers) is 5,000 miles or 6 months, whichever comes first. Vehicles that are only used occasionally but are operated for at least one hour (engine run time) when they are used can safely have the time portion of the interval extended to one year (12 months or 5,000 miles). Contrary to what some oil sales people might claim, the vehicle manufacturers have not approved extended oil changes just because synthetic oil is used. An Oil Analysis

Program must be initiated if intervals are extended well past the manufacturers' recommendations.

In order to standardize the Preventive Maintenance (PM) intervals recommended by the various vehicle manufacturers, SFM published recommendations that will meet the warranty requirements. The State currently recommends a PM interval, for vehicles operated under **normal conditions**, of six months or 5,000 miles. There is a 10% factor that will allow the vehicle to be serviced at 5 1/2 to 6 1/2 months, or 4,500 to 5,500 miles. The State PM interval for vehicles placed in **severe service conditions** (police sedans, delivery vehicles etc.) is 3 months or 4,000 miles. Diesel vehicles may require a different PM interval: the manufacturer's recommendation should be applied if it is radically different from those outlined above.

At a minimum, during PM service, the technician should change the engine oil and filter, check the vehicle safety items, replenish fluid levels, inspect the belts, hoses and tires, and rotate the tires if necessary. It is desirable to perform a more in-depth inspection at least once a year or at every 3rd service. This includes inspecting the brake lining and/or pads, rotating the tires, and performing a general overall check on the vehicle in order to avoid costly future repairs.

Recommendation 9: Agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.

Many agencies reported that they were maintaining **maintenance** cost per mile data **manually** on their vehicles. In many cases, this method is outdated and allows fewer management options than an automated system. However, **after analyzing the questionnaires, it is apparent that reporting has improved and only a few agencies are reporting inaccurately.** In fact those agencies reporting Maintenance Cost Per Mile information for FY99 have done an outstanding job in most respects, as very few calls were required to straighten out problems.

Maintenance cost figures and preventive maintenance intervals reported by agencies are listed in Appendix I.

COMMERCIAL VENDOR REPAIR PROGRAM

In 1989, SFM implemented the Commercial Vendor Repair Program (CVRP), which established competitive repair and service agreements or parts and labor agreements with commercial vendors statewide. These agreements establish competitive prices for preventive maintenance services, repair parts, and labor, with commercial repair shops in each city having a concentration of State vehicles. In FY99, SFM had more than 700 vendors in South Carolina covering all 46 counties. Many counties have several vendors, making it more convenient to obtain repairs or service. SFM solicits bids from vendors statewide. When the vendors submit bids, they are rated based on their competitiveness. Bids that are not competitive are rejected, and the owner is notified so that he or she may bid the following year, if desired.

There are numerous examples in which SFM has received refunds from a manufacturer for vehicle repairs that were outside the standard warranty period. In many instances, the manufacturer extended State vehicle warranties due in part to their policy of “*Good Will*,” and to some extent because of their desire to continue to do business with the State. Some invoices reviewed by SFM during requests for reimbursement from the original manufacturer indicate that many repairs may have been overcharged or were unnecessary. This is generally prevented when repairs are performed under the CVRP. The following is a list of services that may be beneficial to agencies:

1. Savings realized through knowledge of frequently changing warranties.
2. Ensuring repairs eligible for warranty are covered at no charge.
3. Confirming field repairs are necessary before repairing.
4. Directing the vehicle operator to the most responsive facility, with the best price for the type repair or service needed.

5. Electronically capturing complete data on repairs by coding the type of repair directly into SCEMIS, allowing instant access to vehicle repair information.
6. Using repair history from SCEMIS to approve/disapprove repairs.
7. Reduction of administrative workload by agencies fully participating while still having easy access to fixed, operational, maintenance, and total cost per mile data.
8. Instant access to repair services statewide, for vehicle operators travelling away from their home office through the CVRP toll free 800 number.

Most agencies have only a few of the same type vehicle, therefore inter-agency trends are often difficult to ascertain. By using the CVRP, which services hundreds of vehicles of the same type, small and large agencies can achieve equal maximum savings from these services. Since FY91, SFM has offered participation in this program to other State agencies. The Program continues to grow and reduce vehicle maintenance costs. At the end of FY99 there were Twenty One agencies participating in the Commercial Vendor Repair Program which is an increase of 14.3% over last Fiscal Year and other agencies have expressed an interest in the CVRP.

In FY99 the CVRP saved the State over \$714,603.00 in maintenance cost for the 4156 vehicles supported. This did not include savings in the Accident Repair Program where it is estimated that the CVRP saved an additional \$133,586.00 (20%).

Recommendation 10: Agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.

ACTUAL MAINTENANCE COST

For the past 12 years, agencies owning maintenance facilities have reported the dollar amount shown for labor and parts charged on work orders, along with the cost of outside repairs. They also reported the number of personnel assigned to the maintenance area. Using the average salary published by the

Office of Human Resource

Management (HRM) for classes assigned to each maintenance facility and an

average fringe benefit of 27%, we can estimate the approximate cost of labor

to the State. Using this

data and other reported

factors, we can determine

the estimated total cost of

State maintenance. Applying these values, the cost of maintaining and operating 88 maintenance facilities in support of 10,999 vehicles and 11,835 units of non-licensed plated equipment in FY99 is estimated at \$27,654,788.00. Figure II.C shows an actual cost reduction per item supported of \$214.00 since FY88, or a true savings of \$4,886,476.00. This decrease is caused by many factors, but can be attributed primarily to better maintenance management, the statewide parts contract, and better equipment.

The CPI for transportation (maintenance and repairs) has increased 35.2% since 1988. If the annual CPI increases were applied annually to the FY88 actual average cost of \$1,425 per item, the FY99 cost per item would have been \$2021.00, or \$596.00 higher than the current \$1211.00. By aggressively applying the standards of the State Vehicle Maintenance Program in

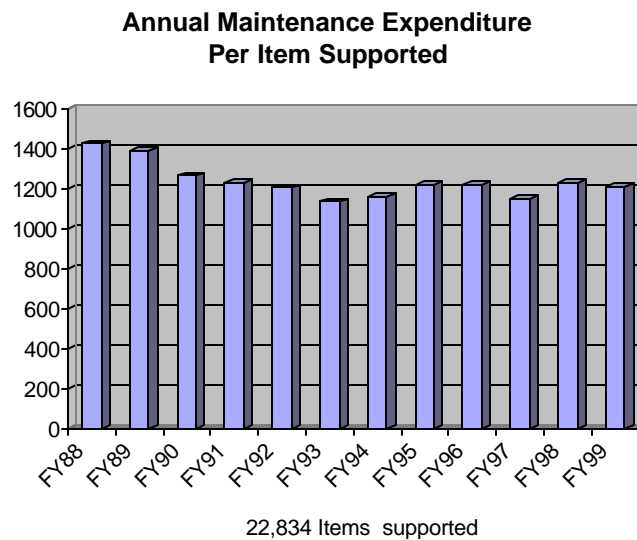


Figure II C

support of 22,834 units of equipment during FY99, the cost avoidance was approximately \$13,609,064.00.

These facilities support many types of equipment other than vehicles. In fact, in FY99 only 48.17% of items supported by these facilities were vehicles. The non-vehicle equipment ranges from chainsaws to bulldozers. Most of the facilities now use the same parts and work order accountability methods as required for vehicles, and the Certification Process looks at all equipment supported when performing a review.

As previously discussed, agencies have been required to account for the actual cost of maintaining their vehicles for several years. To accomplish this task, the actual labor rate **must include** all associated costs, including salaries of personnel assigned to maintenance, fringe benefits, overhead, and any supplies or tools not charged directly to the equipment. While calculating figures for this report, it became obvious that the amount charged for labor on work orders was about \$7.8 million less than the actual cost of salaries and fringe of assigned personnel. This deficit is higher than the deficit for FY98; it indicates that more agencies need to measure productivity, ensure work order time is being properly annotated, and verify that labor rates are properly calculated and charged. This non-work order time leads to one or more of the following conclusions:

- The facilities are not properly charging for labor on work orders.
- There are too many technicians for the necessary tasks.
- Personnel classified as technicians are used to perform other work.

Recommendation 11: Agencies should attempt to allocate all direct and indirect shop operating costs through labor and parts charges shown on work orders.

SHOP PERFORMANCE MEASURES

The time required to perform specific repair tasks by a technician should be compared to a recognized flat rate standard. These flat rate standards (labor time guides), manuals and software are used extensively by the commercial market, and the customer is normally charged based on these standards. *Motors* and *Mitchell* publish the two guides used primarily by non-dealer, after market repair garages. We must apply flat rate standards and measure productivity to determine a true picture of the number of technicians needed. Agencies that apply these standards become aware of the following:

- Areas where technicians need additional training.
- The most cost-effective methods of repairs (to contract certain or all repairs to other sources).
- Whether shops or technicians are performing to acceptable standards.

The certification program manual (republished July, 1992) requires that facilities use flat rate hours when available. Agencies may use the actual hours in those instances where flat rate standards are not available. In most cases this will give management the necessary tools to gauge the technician's productivity based on a recognized standard.

Staffing levels should be established using a consistent methodology. Three methods were highlighted in the FY92 Management Review, with the Vehicle Equivalent Method (number of technicians based on the numbers, types, and difficulty factors of units in the fleet) being the recommended method. This method was developed by the United States Air Force after extensive data collection and time/motion studies were performed for each type of vehicle the Air Force operates. The Legislative Audit Council (LAC) used the vehicle equivalent method during the last motor vehicle resources review, and this method was used during the consolidation study by the hired consultant.

By measuring productivity through the application of flat rate standards and by using the Vehicle Equivalent Method for staffing, the proper technician level can be established. Productivity can

be measured and performance standards can be established for each class of technician. The State can develop performance standards for its State-owned maintenance facilities, which would be used to:

- Increase productivity;
- Evaluate technicians and maintenance facilities against defined objectives;
- Provide feedback for self-evaluation;
- Furnish management with the necessary information to make informed decisions;
- Provide a method to establish an incentive or merit pay plan, or other methods to compensate the most efficient technicians;
- Render basic standards for guiding, counseling or disciplining inefficient technicians; and
- Provide a competitive tool to attract and retain quality automotive technicians.

Recommendation 12: Agencies should immediately apply flat rate standards, *where possible*, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

OTHER COST-SAVING EFFORTS

Areas discussed above are not the only efforts SFM undertakes to save money in the maintenance area. Other efforts include the following:

Technical Training Program

The Technical Training Program is designed to ensure that State technicians receive the latest technology training from vehicle, parts, and diagnostic equipment manufacturers. SFM assesses training needs annually and locates available training resources, normally at no charge to the State unless the technician has to travel away from his or her work area. During FY99, 47 technicians received training through this program.

Also, as part of the program, over 2,000 service bulletins were analyzed and 86 bulletins were sent to shop supervisors. Service bulletins from major American manufacturers are catalogued and maintained in SFM's Maintenance Section.

Negotiated Warranties and Reimbursements

When numerous failures occur to a specific component on a specific type vehicle, SFM declares this a trend and contacts the manufacturer for assistance and reimbursement. In most cases, SFM has been successful in obtaining reimbursement and assistance primarily because of the documentation it can generate in support of the requests. Most requests have been fully satisfied.

During FY99, SFM was successful in negotiating over \$67,119.00 in repair reimbursements or warranties from vehicle manufacturers. These reimbursements or extended warranties were for repairs made after the original warranty had expired.

Special Assistance

SFM also provides special assistance to agencies on maintenance-related problems or needs pertaining to the maintenance area. This includes special investigations, repair information, or repair parts assistance, vehicle specifications, and any other needs the agencies may have. The SFM Central Maintenance Facility billed for 5415 hours in direct labor in FY99.

Section IV: Current Developments

Fiscal Year 1999 was a year of continuing growth and development for State Fleet Management. Among other improvements, SFM saw major developments in the area of the State vehicle fuel card, in the deployment of Alternative Fuel Vehicles (AFV), in the use of optical imaging to replace paper files, and in the increased use of the South Carolina Equipment Management Information System (SCEMIS). These developments are discussed in detail below.

STATE FUEL MASTERCARD

In Fiscal Year 1998, State Fleet Management began the process of phasing out the old blue and white State Fuel Card. The older card was problematic for several reasons: first, it was meant to be used primarily at State fueling stations (operated by the Department of Transportation); second, the fueling stations were often many miles from the locations where the vehicle was being operated, particularly in the case of State Troopers operating in remote areas; and finally, at the time the card was changed, the federal government had issued an order canceling its own fuel card, which closely resembled the South Carolina card. This order made it difficult for State vehicle operators to use their cards outside the State system because fuel retailers had reason to doubt whether they would ever be paid for the fuel they dispensed.

State Fleet Management, in cooperation with representatives from other agencies, formed a work group to address the fuel system problems. The results of their work culminated in the issuance of a statewide fuel contract to replace the failing Department of Transportation fuel system equipment and replace the obsolete fuel card with a card that could be accepted electronically at commercial fuel stations as well as State-owned sites. The successful bidder was Petroleum Source and Systems Group from Atlanta, Ga. They offered a Gas Boy fueling system teamed with a MasterCard issued through G. E. Capital.

The new card obviated the disadvantages of the old State card in every way: it garnered nearly ubiquitous acceptance (almost every filling station in the State has a

“Visa/MasterCard” sticker in the window); it didn’t look like the old federal blue card; and it was easy to track where the card was used. Furthermore, the sudden proximity of fueling locations was a tremendous boon to State Troopers and other State personnel who had to operate at a distance from their home offices. They no longer had to search county maps to find the DOT depot: instead, they could just pull off the interstate at nearly any exit, fuel up, and return to work.

The transition to the new fuel system has continued to provide challenges to all state agencies. The challenges range from actual site conversions to acceptance and use of the card by the drivers. The first phase of site installations were completed in October 1998. The Department of Corrections offered eight additional sites that were added throughout the fiscal year after completion of necessary upgrades. This brings the total number of sites up to 98 in the State Fueling Network.

One of the key benefits provided by the new fuel system is electronic data. The electronic data provided by the vendor represents the first centralized gathering of fuel information for the entire state fleet. The vendor developed a customized billing process for the State of South Carolina. This customization was required because of the unique pricing structure and an unanticipated high number of transactions that did not offer product information. Without any product information the vendor could not bill the transactions using the formulas listed in the contract. An amendment to the contract was approved to allow a per transaction charge for this type of transaction. The “unidentified” and “non-fuel” transactions were grouped together in a bill separate and apart from the regular “tax exempt” fuel transactions. The high percentage of transactions without product identification prompted State Fleet Management to seek guidance from the State Auditors office concerning the retention of receipts. The State Auditors office offered a recommendation that State Fleet Management then passed along to all agencies participating in the fuel program. The recommendation stated:

“...With respect to control procedures, because each agency is different, we do not like to tell agencies that they must have specific control procedures in place in order to have effective internal controls. It is Management’s responsibility to develop and implement the internal control procedures that meet their particular needs. Therefore

management needs to develop a system that provides them with assurance that the purchases are valid. This may include maintaining paper receipts to compare with the fuel card invoice, maintaining fuel log with each car, having supervisors review invoices relating to the fuel cards that they are responsible for and certifying that the purchases are valid, etc. ...”

Since there is no way to determine which fuel sites offer product information, State Fleet Management instructed drivers to maintain receipts for all purchases made with the fuel card. Drivers were also encouraged to utilize sites that offered advanced data capture equipment such as automated fuel dispensers. Another benefit derived from the use of automated fuel dispensers comes with a reduction in the overall fuel bill. When purchases are made at sites that offer product information, the prearranged discount price is used. Otherwise, the price for fuel is the actual pump price plus a transaction fee.

The development of a customized invoice delayed the initial billing from the vendor for approximately 4 months resulting in a large volume of transactions for agencies to sort through. This, in turn, caused delays with agencies paying the vendor creating cash flow problems. Once the vendor started invoicing on a regular monthly basis, the vendor’s cash flow returned to an acceptable level.

Response from end users (drivers) has been overwhelmingly positive. The ability to have a card that is universally accepted allows drivers the freedom to purchase fuel from the most convenient source. Having prearranged fuel prices tied to the wholesale price of fuel also relieves our drivers from the burden of having to shop for the “best” fuel price.

One of the shortcomings with the new system is the inconsistency in filling new fuel card orders. Regrettably, this situation has caused delays in the prompt deployment of equipment by state agencies. After numerous “lost” orders and computer communication problems, State Fleet Management revised the card ordering process. Each card order is now tracked independent of the SCEMIS system, and orders are sent via e-mail. While this has not eliminated all problems associated with card production, it does offer the means to quickly identify any outstanding orders.

While the state fuel program has had its share of problems, the benefits far outweigh any disadvantages experienced. While direct cost savings are difficult to quantify, estimated cost savings remain well over \$1.5 million.

Recommendation 13: State Fleet Management should continue to work with the vendor to explore other possible alternatives that may offer better solutions to the problems of unidentified products and slow card delivery.

ALTERNATIVE FUEL VEHICLES (AFVs)

According to the Energy Policy Act (EPAct) of 1992, public entities such as State governments and energy providing companies are required to purchase Alternative Fuel Vehicles to replace certain classes of light-duty vehicles. Of course, the federal mandate does not provide any additional funds for these other public entities to pay the higher prices associated with these Alternative Fuel Vehicles, but nevertheless the public entities are now bound by a new and unfunded federal law (See Appendices K and L for more specific information about the requirements imposed on State agencies).

Recommendation 14: Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of EPAct 92, and as a minimum order the required number of AFVs in Model Year 2000.

The bulk of the State's AFV fleet is comprised of flex-fuel vehicles that operate either on regular gasoline or ethanol blended fuel (E-85). Unfortunately, the continuing lack of alternative fuel infrastructure has prevented the use of alternative fuels in most of the State's AFV fleet. One alternative comes with the introduction of Biodiesel fuel. Pure Biodiesel can be blended with regular diesel fuel in a 20% to 80% ratio to produce an alternative fuel referred to as B-20 diesel. This B-20 diesel fuel can be readily used in regular diesel engines resulting in a substantial reduction of unburned hydrocarbons, carbon monoxide, and particulate matter. Initial research indicates that, when properly blended, biodiesel does not harm diesel engines. One AFV credit can be obtained for every 2,250 gallons of B-20 used.

Recommendation 15: Future solicitations for bids on vehicles should include separate solicitations for Alternative Fueled Vehicles for those vehicle classes covered under EPAct 92. Efforts to identify sources of alternative fuels should be pursued, and an examination of their usability should be conducted.

PROGRESS TOWARD A PAPERLESS OFFICE

Fiscal 1999 also saw considerable progress in the use of optical imaging technologies to reduce the need for the retention and storage of paper records. Beginning in the winter of 1998-99, the State Fleet Management Maintenance and Program Support Teams worked together to scan vendor invoices from the Commercial Vendor Repair Program (CVRP) rather than send copies of the invoices to our client agencies. This effort resulted in a considerable reduction in paper handling and actually eliminated five vertical file cabinets from State Fleet's offices.

In Fiscal 2000 State Fleet Management expects to implement this program fully with every client agency and to broaden the use of scanning technology to other types of invoicing. Furthermore, State Fleet will make available over the Internet a virtual copy of every invoice scanned by the Commercial Vendor Repair Program. This posting will allow users in our client agencies to look up and print out copies of their invoices if they have any questions about specific invoices, but eliminate the need for SFM to send out copies with every bill. This development saves the State time and money, even after counting the cost of the imaging software and hardware.

Recommendation 16: State Fleet and other agencies should continue to find ways to reduce the amount of paper and other resources consumed when electronic copies of the same information would suffice.

SOUTH CAROLINA EQUIPMENT MANAGEMENT INFORMATION SYSTEM (SCEMIS)

At the end of FY98, there were 18 State agencies and a total of 186 authorized users of the South Carolina Equipment Management Information System. By the end of FY1999,

the number of agencies had grown to 20, but the number of authorized users had shrunk to 149. The number of authorized users was reduced by tightened security measures and closer attention to outprocessing protocols at State Fleet Management.

The number of client agencies grew because State Fleet Management hired a full-time SCEMIS program manager in FY99. This person has campaigned around the State to recruit client agencies for this system, which, although it is not free to SFM, is offered at no cost to client agencies. We are able to offer SCEMIS at no cost because the quality of information we receive from client agencies (which we are statutorily obliged to gather) is considerably higher when client agencies use SCEMIS than when they use either another automated system or a manual system. SCEMIS manages every aspect of fleet maintenance, from purchasing to maintenance to disposal and can even track accident costs. It is to State Fleet Management's advantage when another agency agrees to use SCEMIS to manage its own vehicles.

Recommendation 17: Agencies not currently using SCEMIS or an approved alternative system should become SCEMIS users.

In FY2000, State Fleet will examine the condition and continued usefulness of SCEMIS as it relates to our needs and those of our client agencies, with an eye towards revising SCEMIS so that it can exist apart from the mainframe architecture which it currently employs. Liberating SCEMIS from a mainframe and placing it in, for example, a Windows NT environment would greatly facilitate connectivity for our client agencies, even in areas where there is no land-line connection to the State's data network. We expect to have preliminary studies completed by September 2000.

Code of Laws of South Carolina 1976

§ 1-11-220. Division of Motor Vehicle Management; Fleet Management Program.

There is hereby established within the Budget and Control Board the Division of Motor Vehicle Management headed by a Director, hereafter referred to as the "State Fleet Manager", appointed by and reporting directly to the Budget and Control board, hereafter referred to as the Board. The Board shall develop a comprehensive state Fleet Management Program. The program shall address acquisition, assignment, identification, replacement, disposal, maintenance, and operation of motor vehicles.

The Budget and Control Board shall, through their policies and regulations, seek to achieve the following objectives:

- (a) to achieve maximum cost-effectiveness management of state-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions.
- (b) to eliminate unofficial and unauthorized use of state vehicles.
- (c) to minimize individual assignment of state vehicles.
- (d) to eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of state vehicles.
- (e) to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.
- (f) to insure motor vehicles are operated in a safe manner in accordance with a statewide Fleet Safety Program.

HISTORY: 1978 Act No. 644 Part II §24(A); 1982 Act No. 429, § 1.

§ 1-11-230. Division of Motor Vehicle Management; Motor Vehicle Management Council.

In order to develop proposed regulations for a comprehensive Motor Vehicle Management System, to act in an advisory capacity concerning the operations of the Division of Motor Vehicle Management, and to hear appeals against the enforcement of regulations promulgated by the Budget and Control Board pursuant to §§ 1-11-220 through 1-11-330, there is hereby established a Motor Vehicle Management Council consisting of three members appointed by the Budget and Control Board, with the advice and consent of the Senate. Members shall serve terms of four years, except that of those first appointed, one shall serve two years, one shall serve three years, and one for a full term. Members shall be from the private sector and possess expertise in the field of motor vehicle management. In the event of a vacancy on the Council by reason of death, resignation, removal for cause or any other reason, the vacancy shall be filled in the manner of the original appointment for the unexpired term. Two members, present and voting, shall constitute a quorum for the conducting of Council business. Council members will meet not less than quarterly, and shall be allowed the regular per diem, mileage, and subsistence as provided by law for members of state boards and commissions.

HISTORY: 1978 Act No. 644 Part II § 24(B); 1982 Act No. 429, § 2.

§ 1-11-240. Division of Motor Vehicle Management; duties of Council; hearing procedure

The duties of the Council shall consist of the following:

- (a) To recommend to the Board those persons it finds qualified to act as State Fleet Manager. The Fleet Manager shall be chosen by, and shall serve the Board.
- (b) To study, and make recommendations to the Board concerning the methods and procedures necessary to achieve the objectives specified in paragraph (A).
- (c) To act as a hearing board, for the purpose of hearing and ruling on all disputes, complaints and any other grievances lodged against the promulgation, implementation and enforcement of regulations developed pursuant to this §§ 1-11-220 to 1-11-330.

The Council is authorized to establish a hearing procedure whereby complaints lodged against the promulgation, implementation and enforcement of regulations developed under this §§ 1-11-220 to 1-11-330 are disposed of in an equitable fashion.

The procedure shall provide that all grievances be submitted directly to the Council, and be disposed of with or without a hearing, at the Council's discretion. The procedure shall further provide that all complaints shall be acted upon within forty-five days, and that all decisions and findings will be reported to the affected parties within twenty days of the date complaints are considered by the Council.

The procedure shall also provide that all decisions of the Council shall be appealable to the board within ten days of notification of a final decision or finding. The Board shall act on an appeal within forty-five days of its filing, and shall conduct such action by means of a review of the case record developed by the Council, and shall, in extra-ordinary cases only, provide the party filing the complaint with a hearing *de novo*. The Board shall report its decision within thirty days of its consideration of the appeal.

HISTORY: 1978 Act No. 644 Part II § 24 (C).

§ 1-11-250. Division of Motor Vehicle Management; definitions.

For purposes of §§ 1-11-220 to 1-11-330:

- (a) "State agency" shall mean all officers, departments, boards, commissions, institutions, universities, colleges and all persons and administrative units of state government that operate motor vehicles purchased, leased or otherwise held with the use of state funds, pursuant to an appropriation, grant or encumbrance of state funds, or operated pursuant to authority granted by the State.
- (b) "Board" shall mean State Budget and Control Board.
- (c) "Council" shall mean the Motor Vehicle Management Council as established in § 1-11-230.

HISTORY: 1978 Act No. 644 Part II § 24(D).

§ 1-11-260. Division of Motor Vehicle Management; annual reports; policies, procedures and regulations.

The Fleet Manager and the Council shall report annually to the Budget and Control Board and the General Assembly concerning the performance of each state agency in achieving the objectives enumerated in §§ 1-11-220 through 1-11-330 and include in the report a summary of the Division's efforts in aiding and assisting the various state agencies in developing and maintaining their management practices in accordance with the comprehensive statewide Motor Vehicle Management program. This report shall also contain any recommended changes in the law and regulations necessary to achieve these objectives.

The Board, after consultation with state agency heads, shall promulgate and enforce state policies, procedures, and regulations to achieve the goals of §§ 1-11-220 through 1-11-330 and shall recommend administrative penalties to be used by the agencies for violation of prescribed procedures and regulations relating to the Fleet Management Program.

HISTORY: 1978 Act No. 644 Part II § 24(E); 1982 Act No. 429, § 3.

§ 1-11-270. Division of Motor Vehicle Management; establishment of criteria for individual assignment of motor vehicles.

The Board shall establish criteria for individual assignment of motor vehicles based solely on the functional requirements of the job, which shall reduce such assignment to situations clearly beneficial to the State. Only the Governor and statewide elective state officials shall be provided an automobile solely on the basis of their office. All other individuals permanently assigned with automobiles shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs shall not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 4.

§ 1-11-280. Division of Motor Vehicle Management; interagency motor pools.

The Board shall develop a system of agency-managed and interagency motor pools which are, to the maximum extent possible, cost beneficial to the State. All motor pools shall operate according to regulations promulgated by the Budget and Control Board. Vehicles shall be placed in motor pools rather than being individually assigned except as specifically authorized by the Board in accordance with criteria established by the Board. The motor pool operated by the Division of General Services shall be transferred to the Division of Motor Vehicle Management. Agencies utilizing motor pool vehicles shall utilize trip log forms approved by the Board for each trip, specifying beginning and ending mileage and the job function performed.

The provisions of this section shall not apply to school buses and service vehicles.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 5.

§ 1-11-290. Division of Motor vehicle Management; plan for maximally cost-effective vehicle maintenance.

The Board, in consultation with the agencies operating maintenance facilities, shall study the cost-effectiveness of such facilities versus commercial alternatives and shall develop a plan for maximally cost-effective vehicle maintenance. The Budget and Control Board shall promulgate rules and regulations governing vehicle maintenance to effectuate the plan.

The State Vehicle Maintenance program shall include:

- (a) central purchasing of supplies and parts;
- (b) an effective inventory control system;
- (c) a uniform work order and record-keeping system assigning actual maintenance cost to each vehicle; and
- (d) preventive maintenance programs for all types of vehicles.

All motor fuels shall be purchased from state facilities except in cases where such purchase is impossible or not cost beneficial to the State.

All fuels, lubricants, parts and maintenance costs including those purchased from commercial vendors shall be charged to a state credit card bearing the license plate number of the vehicle serviced and the bill shall include the mileage on the odometer of the vehicle at the time of service.

HISTORY: 1978 Act No. 644 Part II § 24(H).

§ 1-11-300. Agencies to develop and implement uniform cost accounting and reporting system; purchase of motor vehicle equipment and supplies; use of credit cards; determination of vehicle cost per mile.

In accordance with criteria established by the Board, each agency shall develop and implement a uniform cost accounting and reporting system to ascertain the cost per mile of each motor vehicle used by the State under their control. Agencies presently operating under existing systems may continue to do so provided that Board approval shall be required and that the existing systems shall be uniform with the criteria established by the Board. Beginning July 1, 1981, all routine expenditures on a vehicle including gasoline and oil shall be purchased from state-owned facilities and paid for by the use of Universal State Credit Cards except in unavoidable emergencies. The Board shall promulgate regulations regarding the purchase of motor vehicle equipment that is not in the best interest of the State. The Board shall develop a uniform method to be used by the agencies to determine the cost per mile for each vehicle operated by the State.

HISTORY: 1978 Act No. 644 Part II § 24(I); 1982 Act No. 429, § 6.

§ 1-11-310. Division of Motor vehicle Management; acquisition and disposition of vehicles; titles.

The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated total life cycle costs. All state motor vehicles shall be titled to the State. All such titles shall be received by and remain in the possession of the Division of Motor Vehicle Management pending sale or disposal of the vehicle.

Titles to school buses and service vehicles operated by the State Department of Education and vehicles operated by the South Carolina Department and Highways and Public Transportation shall be retained by those agencies.

HISTORY; 1978 Act No. 644 Part II § 24 (J).

§ 1-11-320. Division of Motor Vehicle Management; plates and other identification requirements; exemptions.

The Board shall ensure that all state-owned motor vehicles are identified as such through the use of permanent state-government license plates and either state or agency seal decals. No vehicles shall be exempt from the requirements for identification except those exempted by the Board.

This section shall not apply to vehicles supplied to law enforcement-officers when, in the opinion of the Board after consulting with the Chief of the State Law Enforcement Division, those officers are actually involved in undercover law enforcement work to the extent that the actual investigation of criminal cases or the investigators' physical well-being would be jeopardized if they were identified. The Board is authorized to exempt vehicles carrying human service agency clients in those instances in which the privacy of the client would clearly and necessarily be impaired.

HISTORY; 1978 Act No. 644 Part II § 24(K); 1982 Act No. 429 § 7.

§ 1-11-330 Division of Motor vehicle Management; State Department of Education vehicles exempted.

The provisions of §§ 1-11-220 to 1-11-330 shall not apply to school buses and service vehicles operated by the State Department of Education.

HISTORY: 1978 Act No. 644 Part II § 24 (N).

§ 1-11-340. Board to develop and implement statewide Fleet Safety Program.

The Board shall develop and implement a statewide Fleet Safety Program for operators of state-owned vehicles which shall serve to minimize the amount paid for rising insurance premiums and reduce the number of accidents involving state-owned vehicles. The Board shall promulgate rules and regulations requiring the establishment of an accident review board by each agency and mandatory driver training in those instances where remedial training for employees would serve the best interest of the State.

HISTORY; 1982 Act No. 429, § 9.

§ 1-11-350. Audit by Legislative Audit Council.

The Legislative Audit Council shall audit compliance by the Division of Motor Vehicle Management and the agencies with this section every three years and publish its findings not later than April first each three-year period beginning April 1, 1982.

HISTORY: 1982 Act No. 429, § 8.

Appendix B: Agency Summary Report (Management Review)

FY 99

AGENCIES	Total				Permanently Assigned			Number of		Number of Vehicles Identified			Total		
	No. Owned	No. Leased	No. Vehicles	Trip Logged	Other	Law Enforcement	Total	Employees Commuting	Vehicles Pooled	With SG Tags	Without SG Tags	With Decals	Leased Miles	Owned Miles	No. of Miles
Adjutant General	23	7	30	30	1	0	1	1	0	29	1	29	92,167	80,976	173,143
Adjutant General Emergency Preparedness	0	5	5	5	1	0	1	1	4	5	0	4	111,019	0	111,019
Agriculture Dept	41	1	42	39	1	0	1	1	9	39	1	39	18,537	327,517	
Alcohol and Other Drug Abuse	0	4	4	4			0								0
Archives and History	7	0	7	7	0	0	0	0	7	7	0	7	0	115,855	115,855
Arts Commission	2	4	6	4	0	0	0	0	4	6	0	4	58,605	0	58,605
Attorney General	0	10	10	6	4	0	4	4	0	1	9	1	160,113	0	160,113
B&CB Advisory Committee / Intergovt. Rel			0				0								0
B&CB Internal Operations	0	2	2	2	0	0	0	0	0	2	0	2	17,779	0	17,779
B&CB Local Government	0	2	2	2	1	0	1	1	1	1	1	0	28,230	0	28,230
B&CB Office of Human Resources	1	0	1	1	0	0	0	0	2	2	0	2	7,272	45	7,317
B&CB OGS Executive Mgmt	92	4	96	75	8	0	8	0	0	96	0	35	40,657	1,328,854	1,369,511
B&CB OGS State Fleet Mgmt	60	0	60	60	0	0	0	0	60	60	0	60	1,349,475	0	1,349,475
B&CB Office of Information Resources	1	22	23	23	19	0	19	5	3	23	0	23	6,017	3,771	9,788
B&CB Research and Statistics	10	2	12	3	0	0	0	0	0	10	0	10	29,856	97,467	127,323
B&CB Retirement System	0	6	6	6	5	0	5	0	0	6	0	6	86,614	0	86,614
Babcock Center	101	65	166	65	193	0	193	0	0	65	128	65	1,022,146	2,058,903	3,081,049
Blind Commission	18	17	35	35	0	0	0	0	6	35	0	35	421,613	401,925	823,538
CCIC	0	4	4	4	1	0	1	1	4	4	0	0	69,247	0	69,247
Central Midlands Council of Govts.	2	3	5	3	1	0	1	1	4	3	2	3	42,868	12,500	55,368
Civil Air Patrol			0				0								0
Commerce Dept - Aeronautics			0				0								0
Commerce Dept - Administration	0	25	25	25	1	0	1	1	24	5	20	0	573,111	0	573,111
Comptroller	0	2	2	1	1	0	1	1	0	2	0		31,245	0	31,245
Consumer Affairs	0	10	10	9	0	1	1	1	9	3	7	3	170,046	0	170,046
Corrections Dept.	952	8	960	0	83	32	115	90	23	868	92	786	84,001	14,090,990	14,174,991
Deaf and Blind School	69	9	78	78	8	0	8	0	24	78	0	78	188,015	590,701	778,716
Dept. of Health and Environmental Cntl	544	109	653	109	71	32	103	99	523	629	24	626	1,858,115	6,959,356	8,817,471
Dept of Transportation	3576	0	3576	1810	594	0	594	475	320	3576	3	3569	0	39,796,882	39,796,882
Education Dept	6092	2	6094	2	0	0	0	0	2	6092	0	996	185,200	76,013,816	76,199,016
Election Commission	3	0	3	3	0	0	0	0	3	3	0	3	0	19,915	19,915
Employment Security Commission	17	0	17	15	1	1	2	1	12	17	0	17	0	189,412	189,412
Ethics Commission	0	2	2	0	0	2	2	2	0	0	2	0	41,702	0	41,702
Educational Television	70	0	70	70	30	0	30	0	13	70	0	70	0	951,233	951,233
Forestry Commission	351	1	352	1	230	4	234	54	3	347	4	348	10,925	2,598,655	2,609,580
Governor's School of the Arts	0	4	4	4	0	0	0	0	4	4	0	4	31,002	0	31,002
Governor's School of Science and Math			0				0								0
Governor's Office	4	9	13	9	0	0	0	0	13	9	0	9	144,636	33,172	177,808
Health and Human Services	231	106	337	47	1	0	1	1	47	278	0	278	740,094		740,094
Higher Education Commission	0	1	1	1	1	0	1	1	0	0	1	0	6,000	0	6,000
Housing Authority	0	19	19	19	0	0	0	0	19	19	0	19	283,078	0	283,078
Human Affairs Commission			0				0								0
Insurance Dept	0	1	1	1	0	0	0	0	1	1	0	1	16,480		16,480
John de la Howe School	18	5	23	23	0	0	0	0	6	23	0	23	35,644	147,397	183,041
Dept of Juvenile Justice	158	58	216	215	2	4	6	6	148	213	3	209	882,859	1,493,645	2,376,504
Labor, Licensing and Regulation	30	69	99	97	55	2	57	12	19	98	1	88	1,423,472	182,716	1,606,188
Library, State			0				0								0
Dept of Mental Health	813	69	882	881	1	8	9	9	709	869	13	880	598,228	5,948,851	6,547,079

Appendix B: Agency Summary Report (Management Review)

FY 99

AGENCIES	Total				Permanently Assigned			Number of		Number of Vehicles Identified			Total		
	No. Owned	No. Leased	No. Vehicles	Trip Logged	Other	Law Enforcement	Total	Employees Commuting	Vehicles Pooled	With SG Tags	Without SG Tags	With Decals	Leased Miles	Owned Miles	No. of Miles
Minority Affairs Commission	0	1	1	1	0	0	0	0	1	1	0	1	19,578	0	19,578
Museum Commission	1	2	3	2	0	0	0	0	3	3	0	3	61,537	4,122	65,659
Natural Resources	775	11	786	430	163	345	508	0	134	649	126	614	313,355	10,821,761	11,135,116
Opportunity School (Wil Lou Gray)	17	0	17	17	0	0	0	0	8	17	0	17	0	58,288	58,288
Patriot's Point			0				0								
Probation, Pardon and Parole	0	112	112	112	0	0	0	0	112	15	97	15	2,617,980	0	2,617,980
PRT	201	6	207	0	24	0	24	2	2	204	3	198	84,248	2,245,669	2,329,917
Dept of Public Safety	1594	45	1639	143	87	1246	1333	1333	26	284	1363	1337	770,536	27,580,800	28,351,336
Public Service Commission	0	15	15	5	5	10	15	0	0	14	1	14	311,154	0	311,154
Dept of Revenue	0	18	18	7	0	11	11	11	7	7	11	7	237,648	0	237,648
Disabilities and Special Needs (Central Office)	14	0	14	14	0	0	0	0	14	14	0	14	0	146,554	146,554
DDSN Coastal Center	56	0	56	56	0	0	0	0	0	56	0	56	0	405,599	405,599
DDSN Midlands Center	73	0	73	73	0	0	0	0	6	73	0	73	0	430,002	430,002
DDSN Pee Dee Center	48	0	48	47	0	0	0	0	23	48	0	47	0	314,266	314,266
DDSN Whitten Center	79	0	79	79	0	0	0	0	15	79	0	79	0	517,717	517,717
Sea Grant Consortium	0	2	2	2	0	0	0	0	0	2	0	0	29,401	0	29,401
Secretary of State	0	2	2	1	1	0	1	1	0	1	1	1	52,720	0	52,720
State Law Enforcement Division	517	0	517	0	2	393	395	395	0	8	509	0	0	9,224,807	9,224,807
Dept of Social Services			0				0								0
Springdale Race Course			0				0								0
State Accident Fund	0	3	3	3	1	0	1	1	2	3	0	3	57,317	0	57,317
State Treasurer	0	1	1	1	1	0	1	1	0	1	0	0	16,284	0	16,284
Technical-Comprehensive Education	13	1	14	1	1	0	1	1	0	13	1	12	3,660	82,583	86,243
Denmark Technical College	8	2	10	9	0	1	1	0	5	10	0	13	53,921	49,000	102,921
Florence-Darlington Technical College	10	7	17	7	1	0	1	1	8	7	10	17	100,088	26,842	126,930
Greenville Technical College	0	1	1	1	0	0	0	0	0	1	0	1	14,532	0	14,532
Low Country Technical College	4	7	11	7	0	0	0	0	8	10	1	14	116,815	10,163	126,978
Orangeburg Technical College	14	0	14	0	0	0	0	0	5	5	5	11	0	63,507	63,507
Williamsburg Technical College			0				0								0
Citadel	45	10	55	53	1	0	1	0	14	55	0	54	141,703	130,998	272,701
Clemson University	1091	3	1094	1080	28	5	33	12	76	1081	10	400	2,056	2,988,381	2,990,437
Coastal Carolina University	44	0	44	44	1	0	1	1	7	44	0	44	0	313,846	313,846
College of Charleston	43	0	43	43	1	5	6	1	14	43	0	43	0	371,194	371,194
Francis Marion University	31	0	31	31	0	0	0	0	4	31	0	31	0	231,790	231,790
Lander University			0				0								0
Medical University of SC	125	5	130	111	1	2	3	3	12	118	4	118	50,345	1,107,078	1,157,423
SC State University	108	1	109	108	5	1	6	5	14	108	0	108	2215	582,377	584,592
Winthrop University	58	5	63	58	0	5	5	0	3	63	1	63		118,513	118,513
University of SC	387	0	387	321	0	2	2	2	50	376	11	366	0	2,641,447	2,641,447
Vocational Rehabilitation	172	18	190	190	0	0	0	0	0	190	0	190	538,391	2,021,729	2,560,120
Workers' Compensation Commission	0	11	11	4	7	0	7	0	4	11	0	4	201,057	0	201,057
Totals	18814	956	19770	6855	1644	2,112	3756	2538	2,603	17,243	2,466	12,300	16,662,609	215,933,587	232,250,142

Appendix C: Agency Status Report FY99

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	Compliance Use of Trip Logs	Permanent Assignment Forms on File	Compliance Motor Pool Policy (Note 5)	I.D. Requirements	Compliance Fleet Safety Program	Non-compliance Fleet Safety Program (SEE NOTES)
Adjutant General	23	7	30	Y	Y	N/A	Y	N	3
Adjutant General Emergency Preparedness	0	5	5	Y	Y	Y	Y	Y	
Agriculture Department	41	1	42	Y	Y	Y	Y	Y	
Alcohol and Other Drug Abuse	0	4	4	Y	Y	Y	Y	Y	
Archives and History	7	0	7	Y	N/A	Y	Y	Y	
Arts Commission	2	4	6	Y	N/A	Y	Y	N	3
Attorney General	0	10	10	Y	Y	Y	Y	Y	
B&CB Advisory Committee/Intergovt. Relations	0	1	1						
B&CB Internal Operations	0	2	2	Y	N/A	N/A	Y	Y	
B&CB Local Government	0	2	2	Y	N	Y	Y	Y	
B&CB Office of Human Resources	1	0	1	Y	N/A	Y	Y	Y	
B&CB OGS Executive Mgmt	92	4	96	Y	Y	N/A	Y	Y	
B&CB OGS State Fleet Mgmt	60	0	60	Y	N/A	Y	Y	Y	
B&CB Office of Information Resources	1	22	23	Y	Y	Y	Y	Y	
B&CB Research and Statistics	10	2	12	Y	N/A	Y	Y	Y	
B&CB Retirement System	0	6	6	Y	Y	N/A	Y	Y	
Babcock Center (DDSN)	101	65	166	Y	N/A	N/A	Y	Y	
Blind Commission	18	17	35	Y	N/A	Y	Y	Y	
CCIC	0	4	4	Y	Y	Y	Y	N	4
Central Midlands Regional Planning	2	3	5	Y	N/A	N	Y	N	1,4
Civil Air Patrol			0						
Commerce Dept - Aeronautics			0						
Commerce Dept - Administration	0	25	25	Y	Y	Y	Y	Y	
Comptroller	0	2	2	Y	Y	N/A	Y	Y	
Consumer Affairs	0	10	10	Y	Y	Y	Y	N	3
Corrections Dept.	952	8	960	N/A	Y	Y	Y	Y	
Deaf and Blind School	69	9	78	Y	Y	Y	Y	N	1,3
DHEC	544	109	653	Y	Y	Y	Y	Y	
Dept of Transportation	3576	0	3576	Y	Y	Y	Y	Y	
Education Department	6092	2	6094	Y	N/A	Y	Y	Y	
Election Commission	3	0	3	Y	N/A	N	Y	N	1,2,3
Employment Security Commission	17	0	17	Y	Y	Y	Y	Y	
Ethics Commission	0	2	2	N/A	Y	N/A	Y	Y	
ETV	70	0	70	Y	Y	Y	Y	Y	
Forestry Commission	351	1	352	Y	Y	Y	Y	Y	

Appendix C: Agency Status Report FY99

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	Compliance Use of Trip Logs	Permanent Assignment Forms on File	Compliance Motor Pool Policy (Note 5)	I.D. Requirements	Compliance Fleet Safety Program	Non-compliance Fleet Safety Program (SEE NOTES)
Governor's School of the Arts	0	4	4	Y	N/A	N	Y	Y	
Governor's School of Science of Math			0						
Governor's Office	4	9	13	Y	N/A	Y	Y	Y	
	231	106	337						
Health and Human Services	231	106	337	Y	Y	Y	Y	N	2
Higher Education Commission	0	1	1	Y	Y	N/A	Y	N	3
Housing Authority	0	19	19	Y	N/A	Y	Y	Y	
Human Affairs Commission			0						
Insurance Dept	0	1	1	Y	N/A	Y	Y	Y	
John de la Howe	18	5	23	Y	N/A	Y	Y	Y	
Juvenile Justice	158	58	216	Y	Y	Y	Y	Y	
Labor, Licensing and Regulation	30	69	99	Y	Y	Y	Y	Y	
Library, State			0						
Dept of Mental Health	813	69	882	Y	Y	Y	Y	Y	
Minority Affairs	0	1	1	Y	N/A	N/A	Y	N	1,4
Museum Commission	1	2	3	Y	N/A	Y	Y	N	3
Natural Resources	775	11	786	Y	Y	N	Y	Y	
Wil Lou Gray Opportunity School	17	0	17	Y	N/A	Y	Y	Y	
Patriots Point			0						
Probation, Pardon and Parole	0	112	112	Y	N/A	Y	Y	Y	
PRT	201	6	207	Y	Y	Y	Y	Y	
Public Safety	1594	45	1639	Y	Y	Y	Y	N	1,3
Public Service Commission	0	15	15	Y	Y	N/A	Y	Y	
Revenue	0	18	18	Y	Y	Y	Y	Y	
Disabilities & Special Needs Central Office	14	0	14	Y	N/A	Y	Y	Y	
DDSN Coastal Center	56	0	56	Y	N/A	N/A	Y	Y	
DDSN Midlands Center	73	0	73	Y	N/A	Y	Y	Y	
DDSN Pee Dee Center	48	0	48	Y	N/A	Y	Y	Y	
DDSN Whitten Center	79	0	79	Y	N/A	Y	Y	Y	
Sea Grant Consortium	0	2	2	Y	N/A	N/A	Y	Y	
Secretary of State	0	2	2	Y	Y	N/A	Y	N	1,3,4
State Law Enforcement Division	517	0	517	N/A	Y	N/A	Y	Y	
Social Services			0						
Springdale Race Course			0						
State Accident Fund	0	3	3	Y	Y	N	Y	N	1

Appendix C: Agency Status Report FY99

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	Compliance Use of Trip Logs	Permanent Assignment Forms on File	Compliance Motor Pool Policy (Note 5)	I.D. Requirements	Compliance Fleet Safety Program	Non-compliance Fleet Safety Program (SEE NOTES)
State Treasurer	0	1	1	Y	Y	N/A	Y	N	1,4
Technical-Comprehensive Education	13	1	14	Y	Y	N/A	Y	Y	
Denmark Technical College	8	2	10	Y	Y	N	Y	N	3,4
Florence-Darlington Tech College	10	7	17	Y	Y	Y	Y	N	2
Greenville Technical College	0	1	1	Y	N/A	N/A	Y	N	1
Low Country Technical College	4	7	11	Y	N/A	Y	Y	N	1,4
Orangeburg Technical College	14	0	14	N/A	N/A	N	Y	Y	
Williamsburg Technical College			0						
Citadel	45	10	55	Y	Y	Y	Y	Y	
Clemson University	1091	3	1094	Y	Y	N	Y	Y	
Coastal Carolina University	44	0	44	Y	Y	Y	Y	Y	
College of Charleston	43	0	43	Y	Y	Y	Y	N	1,3
Francis Marion University	31	0	31	Y	N/A	Y	Y	N	3
Lander University			0						
Medical University of SC	125	5	130	Y	Y	Y	Y	Y	
SC State University	108	1	109	Y	Y	Y	Y	N	3
Winthrop University	58	5	63	Y	N	Y	Y	Y	
University of SC	387	0	387	Y	Y	Y	Y	Y	
Vocational Rehabilitation	172	18	190	Y	N/A	N/A	Y	N	1
Workers' Compensation Commission	0	11	11	Y	Y	Y	Y	Y	
TOTALS	19045	1063	20,108						
Y = YES N = NO N/A = NOT APPLICABLE									

Note 1 = Driver Screening
Note 2 = Accident Review Board
Note 3 = Driver Training
Note 4 = Accident Reporting
Note 5 = Has Approved Motor Pool Policy on file at SFM

Appendix D: State Vehicle Purchases FY99

Agencies	Total Number of Vehicles	Source of Funds			Total
		State	Combination	Other	
Adjutant General					\$0
Adjutant General Emergency Preparedness					\$0
Agriculture Department	2	\$46,212	\$0	\$0	\$46,212
Alcohol & Other Drug Abuse					\$0
Archives and History	2	\$15,641	\$0	\$15,265	\$30,906
Arts Commission					\$0
Attorney General					\$0
B&CB Advisory Cmte Intergovt Relations					\$0
B&CB Internal Operations					\$0
B&CB Local Government					\$0
B&CB Office of Human Resources					\$0
B&CB OGS Executive Management					\$0
B&CB OGS State Fleet Management	414	\$0	\$0	\$6,488,013	\$6,488,013
B&CB Office of General Services	11	\$0	\$0	\$180,135	\$180,135
B&CB Research and Statistics					\$0
B&CB Retirement Systems					\$0
Babcock Center					\$0
Blind Commission					\$0
CCIC					\$0
Central Midlands Regional Planning					\$0
Civil Air Patrol					\$0
Commerce Dept - Aeronautics					\$0
Commerce Dept - Administration	3	\$16,699	\$0	\$50,174	\$66,873
Comptroller					\$0
Consumer Affairs					\$0
Corrections Dept	41	\$501,562	\$0	\$410,798	\$912,360
Deaf and Blind School					\$0
DHEC	59	\$127,221	\$29,920	\$850,917	\$1,008,058
DOT	359	\$0	\$0	\$8,127,689	\$8,127,689
Education Department					\$0
Election Commission					\$0
Employment Security Commission	2	\$0	\$0	\$32,089	\$32,089
Ethics Commission	11	\$175,225	\$0	\$28,404	\$203,629

Appendix D: State Vehicle Purchases FY99

Agencies	Total Number of Vehicles	Source of Funds			Total
		State	Combination	Other	
Educational Television	40	\$1,679,932	\$0	\$83,784	\$1,763,716
Forestry Commission					\$0
Governor's School of the Arts	2	\$0	\$0	\$29,348	\$29,348
Governor's School of Math and Science	39	\$1,065,919	\$0	\$0	\$1,065,919
Governor's Office					\$0
Health and Human Services					\$0
Higher Education Commission					\$0
Housing Authority					\$0
Human Affairs					\$0
Insurance Department					\$0
John de le Howe					\$0
Juvenile Justice	1	\$19,571	\$0	\$0	\$19,571
Labor, Licensing and Regulation					\$0
Library, State					\$0
Mental Health Department	46	\$825,325	\$0	\$0	\$825,325
Minority Affairs					\$0
Museum Commission					\$0
Natural Resources	94	\$1,883,096	\$104,139	\$118,245	\$2,105,480
Opportunity School (Wil Lou Gray)	3	\$59,615	\$0	\$0	\$59,615
Patriot's Point					\$0
Probation, Parole and Pardon					\$0
PRT	29	\$0	\$0	\$436,131	\$436,131
Public Safety	401	\$1,681,179	\$4,325,217	\$1,965,636	\$7,972,032
Public Service Commission					\$0
Revenue					\$0
Disabilities and Special Needs (Central Office)	11	\$70,325	\$0	\$122,951	\$193,276
DDSN Coastal Center					\$0
DDSN Midlands Center					\$0
DDSN Pee Dee Center					\$0
DDSN Whitten Center					\$0
Sea Grant Consortium					\$0
Second Injury Fund					\$0
Secretary of State					\$0

Appendix D: State Vehicle Purchases FY99

Agencies	Total Number of Vehicles	Source of Funds			Total
		State	Combination	Other	
State Law Enforcement Division	107	\$1,474,865	\$0	\$724,988	\$2,199,853
Social Services					\$0
Springdale Race Course					\$0
State Accident Fund					\$0
Trident Technical College					\$0
Technical-Comprehensive Education	1	\$14,453	\$0	\$0	\$14,453
Denmark Technical College					\$0
Florence-Darlington Technical College					\$0
Greenville Technical College					\$0
Low Country Technical College					\$0
Spartanburg Technical College					\$0
Orangeburg Technical College					\$0
Williamsburg Technical College					\$0
Citadel	1	\$0	\$20,675	\$0	\$20,675
Clemson University	47	\$807,890	\$56,113	\$166,240	\$1,030,243
Coastal Carolina University					\$0
College of Charleston	3	\$40,961	\$0	\$0	\$40,961
Francis Marion University					\$0
Lander University					\$0
Medical University of SC	7	\$206,595	\$0	\$21,071	\$227,666
South Carolina State University	1	\$0	\$0	\$14,213	\$14,213
Winthrop University					\$0
University of South Carolina	39	\$761,631	\$0	\$0	\$761,631
Vocational Rehabilitation	33	\$467,984	\$0	\$238,398	\$706,382
Workers' Compensation Commission					\$0
TOTALS	1809	\$11,941,901	\$4,536,064	\$20,104,489	\$36,582,454

Appendix E: State Vehicle Replacement Criteria

It is the intent and policy of the Budget and Control Board that the State achieve the maximum return on investment in its motor vehicle fleet. The following is replacement criteria for the various classes and sizes of state vehicles. Passenger carrying vehicles shall be retained for the minimum number of miles or years as indicated below. These vehicles should not be held past the maximum age criterion unless justified. However, the deciding factors shall be the vehicle's overall condition and needs of the State. SFM may periodically notify agencies when vehicles have exceeded the maximum age criterion.

Vehicles may be sent for disposal before minimum criteria has been met based on the guidelines in Section II, Vehicle Replacement. The criteria for non passenger carrying vehicles and buses are a recommended guide. Agencies may apply their own criteria for these classes of vehicles however, if agency other criteria are used, agencies shall forward a copy of this document to SFM. The guidelines below should be applied to non passenger carrying vehicles and buses to the extent possible.

Vehicle Description	Minimum Mileage or	Minimum Age	Maximum Age
Full-sized Sedans	100,000	6	8
Intermed., Compact, Subcompact Sedans	90,000	5	7
All Station Wagons	100,000	6	8
Full-sized Vans	120,000	7	9
Mini Vans	100,000	6	8
Sport/Util. Vehicles	100,000	6	8
NON-PASSENGER CARRYING VEHICLES			
VEHICLE DESCRIPTION	MINIMUM MILEAGE or	MINIMUM AGE	MAXIMUM AGE
Full-sized Police Sedans	100,000	4	6
All other Police Sedans	90,000	4	6
Trucks Below 10500 GVW	100,000	6	9
Trucks Over 10500 GVW	100,000	7	10
Bus (Other Than School)	120,000	9	12
Trucks, Tractor	130,000	13	16
Trailers/Semi Trailers	N/A	15	N/A
Bus, Road-Type Diesel	200,000	15	N/A
Scooter, 3 Wheel	12,000	3	5

Appendix F: Analysis of Fleet Growth FY99

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 96-99)	
	FY96	FY97	FY98	FY99	Quantity	Percentage
Adjutant General	32	32	33	30	-3	-9%
Adjutant General Emergency Preparedness	5	5	5	5	0	0%
Agriculture Department	40	43	45	42	-3	-8%
Alcohol and Other Drug Abuse	3	3	3	4	1	33%
Archives and History	6	7	8	7	-1	-17%
Arts Commission	6	7	6	6	0	0%
Attorney General	5	7	9	10	1	20%
B&CB - Division of Budget	12	9	12	12	0	0%
B&CB - Division of Operations	125	137	119	110	-9	-7%
B&CB - Division of Retirement	4	4	4	6	2	50%
B&CB - Division of Regional Devel	3	4	3	3	0	0%
Babcock Center	25	37	47	166	119	476%
Blind Commission	31	36	35	35	0	0%
CCIC	4	4	4	4	0	0%
Central Midlands Regional Planning	3	3	3	5	2	67%
Civil Air Patrol	13	13	0	0	0	0%
Commerce Dept - Aeronautics	26	32	22	18	-4	-15%
Commerce Dept - Administration	20	25	24	25	1	5%
Comptroller	2	2	2	2	0	0%
Consumer Affairs	10	9	10	10	0	0%
Corrections Dept.	1027	956	950	960	10	1%
Deaf and Blind School	75	80	73	78	5	7%
DHEC	721	712	669	653	-16	-2%
DOT	4072	4071	3564	3576	12	0%
Education Department	6591	4295	6151	6094	-57	-1%
Election Commission	3	3	3	3	0	0%
Employment Security Commission	23	24	16	17	1	4%
Ethics Commission	1	1	1	2	1	100%
ETV	68	70	70	70	0	0%
Forestry Commission	494	433	331	352	21	4%
Governor's School of the Arts	1	1	2	4	2	200%
Governor's School of Science and Math	1	1	1	2	1	100%
Governor's Office	220	51	33	13	-20	-9%
Health and Human Services	105	361	365	337	-28	-27%
Higher Education Commission	1	1	1	1	0	0%
Housing Authority	19	19	19	19	0	0%
Human Affairs Commission	3	3	3	3	0	0%
Insurance Department	1	1	1	1	0	0%
John De La Howe	20	21	22	23	1	5%
Juvenile Justice	191	198	214	216	2	1%
Labor, Licensing and Regulation	107	120	104	99	-5	-5%
Library, State	4	4	4	4	0	0%
Mental Health Department	787	810	837	882	45	6%
Minority Affairs	1	1	1	1	0	0%
Museum Commission	3	3	3	3	0	0%
Natural Resources	867	863	767	786	19	2%
Opportunity School (Wil Lou Gray)	15	17	16	17	1	7%
Patriot's Point	3	3	3	3	0	0%
Probation, Parole and Pardon	104	167	111	112	1	1%
PRT	223	227	221	207	-14	-6%
Public Safety	1829	1840	1624	1639	15	1%
Public Service Commission	12	13	14	15	1	8%
Revenue and Taxation	18	19	18	18	0	0%
Disabilities and Special Needs, Central Office (no	287	314	282	14	-268	**
DDSN Coastal Center (Note 1)				56	56	**
DDSN Midlands Center (Note 1)				73	73	**
DDSN Pee Dee Center (Note 1)				48	48	**
DDSN Whitten Center (Note 1)				79	79	**
Sea Grant Consortium	2	2	2	2	0	0%
Secretary of State	1	1	2	2	0	0%
State Law Enforcement Division	470	510	497	517	20	4%
Social Services Department	534	596	704	876	172	32%
Springdale Race Course	3	3	6	4	-2	-67%
State Accident Fund	6	3	3	3	0	0%
Technical-Comprehensive Education	62	64	72	14	-58	-94%
Denmark Technical College	7	2	0	10	10	143%
Florence-Darlington Technical College	7	7	0	17	17	243%
Greenville Technical College	1	1	0	1	1	100%
Low Country Technical College	8	8	0	11	11	138%
Spartanburg Technical College	2	0	0	0	0	0%
Orangeburg Technical College	0	0	0	14	14	***
Trident Technical College	1	0	0	0	0	0%
Williamsburg Technical College	1	4	0	0	0	0%
Treasurer's Office	0	1	1	1	0	***
Citadel	55	60	53	55	2	4%

Appendix F: Analysis of Fleet Growth FY99

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 96-99)	
	FY96	FY97	FY98	FY99	Quantity	Percentage
Clemson University	956	1039	928	1094	166	17%
Coastal Carolina University	47	41	42	44	2	4%
College of Charleston	37	39	40	43	3	8%
Francis Marion University	44	43	34	31	-3	-7%
Lander University	23	25	26	25	-1	-4%
Medical University of SC	123	129	126	130	4	3%
South Carolina State University	65	80	106	109	3	5%
Winthrop University	63	67	59	63	4	6%
University of South Carolina	390	392	412	387	-25	-6%
Vocational Rehabilitation	181	212	190	190	0	0%
Workers' Compensation Commission	11	10	10	11	1	9%
TOTALS	21434	19461	20201	20634	433	2%
<p>* Babcock Center Owned Vehicles not included.</p> <p>** Total for Dept. of Disabilities and Special Needs. In FY99, DDSN began to report vehicles by division rather than as a total for the entire agency.</p> <p>*** Growth from zero cannot be computed due to mathematical restrictions.</p>						

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY99

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Adjutant General	0	0	0	0	0
Adjutant General Emergency Preparedness	0	0	0	0	0
Agriculture Department	3	9	0	0	12
Alcohol and Other Drug Abuse	0	0	0	0	0
Archives and History	0	3	1	0	4
Arts Commission	0	0	0	0	0
Attorney General	0	0	0	0	0
B&CB Advisory Cmte Intergovt Rel	0	0	0	0	0
B&CB Internal Operations	0	0	0	0	0
B&CB Local Government	0	0	0	0	0
B&CB Office of Human Resources	0	0	1	0	1
B&CB OGS Executive Management	0	0	0	0	0
B&CB OGS State Fleet Management	20	642	570	2	1234
B&CB Office of Information Resources	0	0	0	0	0
B&CB Research and Statistics	0	2	0	0	2
B&CB Retirement System	0	0	0	0	0
Babcock Center	0	0	0	0	0
Blind Commission	0	0	0	0	0
CCIC	0	0	0	0	0
Central Midlands Regional Planning	0	0	0	0	0
Civil Air Patrol	0	0	0	0	0
Commerce Dept - Admin and Aeronautics	0	2	0	0	2
Comptroller	0	0	0	0	0
Consumer Affairs	0	0	0	0	0
Corrections	9	114	37	4	164
Deaf and Blind School	3	5	9	0	17
DHEC	6	217	27	4	254
DOT	11	224	146	0	381
Education Department	11	15	0	0	26
Election Commission	1	2	0	0	3
Employment Security Commission	3	6	1	0	10
Ethics Commission	0	0	0	0	0
ETV	15	5	0	0	20
Forestry Commission	0	1	0	0	1

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY99

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Governor's School of the Arts	0	0	0	0	0
Governor's School of Science and Math	0	0	0	0	0
Governor's Office	0	2	1	0	3
Health and Human Services	0	5	3	0	8
Higher Education Commission	0	0	0	0	0
Housing Authority	0	0	0	0	0
Human Affairs Commission	0	0	0	0	0
Insurance Department	0	0	0	0	0
John de la Howe	0	1	0	0	1
Juvenile Justice	0	32	36	0	68
Labor, Licensing and Regulation	1	4	2	0	7
Library, State	0	2	0	0	2
Mental Health Department	35	179	103	25	342
Minority Affairs	0	0	0	0	0
Museum Commission	0	0	0	0	0
Natural Resources	2	26	0	0	28
Opportunity School (Wil Lou Gray)	1	3	0	0	4
Patriots Point	0	0	0	0	0
Probation, Pardon and Parole	0	0	0	0	0
PRT	15	10	0	0	25
Public Safety Department	0	48	12	1	61
Public Service Commission	0	0	0	0	0
Revenue and Taxation	0	0	0	0	0
Disabilities and Special Needs (5 Offices)	2	46	23	3	74
Sea Grant Consortium	0	0	0	0	0
Second Injury Fund	0	0	0	0	0
Secretary of State	0	0	0	0	0
State Law Enforcement Division	2	49	18	0	69
Social Services	3	1	0	0	4
Springdale Race Course	0	0	0	0	0
State Accident Fund	0	0	0	0	0
Trident Technical College	0	0	0	0	0
Technical-Comprehensive Education	4	4	1	0	9
Denmark Technical College	0	0	0	0	0

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY99

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Florence-Darlington Technical College	0	0	0	0	0
Greenville Technical College	0	0	0	0	0
Low Country Technical College	0	0	0	0	0
Spartanburg Technical College	0	0	0	0	0
Orangeburg Technical College	0	0	0	0	0
Williamsburg Technical College	0	0	0	0	0
Citadel	3	0	1	0	4
Clemson University	4	78	56	1	139
Coastal Carolina University	1	4	3	0	8
College of Charleston	1	5	1	0	7
Francis Marion University	0	0	0	0	0
Lander University	3	2	0	0	5
Medical University of SC	5	6	4	0	15
South Carolina State University	5	12	1	1	19
Winthrop University	1	4	2	0	7
University of South Carolina	13	48	24	0	85
Vocational Rehabilitation	1	1	0	0	2
Workers' Compensation Commission	0	0	0	0	0
TOTALS	184	1819	1083	41	3127

Key to Vehicle Types:

A4, A5, A6 and C4: Fullsize, Executive and Prestige sedans and Fullsize station wagons.
A3 and C3: Midsize sedan and station wagon, respectively.
A2 and C2: Compact sedan and station wagon.
A1: Subcompact "sedans."

Appendix H: Maintenance Facility Certification Rating by Area FY99

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
Aeronautics	questionnaire							
Citadel	questionnaire						S	S
Clemson University								
— Clemson Main shop	questionnaire							
— Agriculture and Engineering Dept.	questionnaire							
— Forestry Resources	on-site	M	M	M	M	M	M	M
— Simpson Station	questionnaire							
— Edisto Research and Education Ctr.	on-site	BM	M	M	M	M	M	M
— Pee Dee Research	on-site	BM	NA	M	M	M	M	M
— Coastal Research	questionnaire							
— Sandhill Research	on-site	M	NA	M	M	BM	M	M
Coastal Carolina University	on-site	S	NA	S	S	S	S	S
Deaf and Blind School	questionnaire							
Department of Corrections								
— Main Facility (Columbia)	questionnaire							
DHEC	on-site	M	M	E	M	M	M	O
Department of Transportation								
— Abbeville	questionnaire							
— Aiken	on-site	M	U	U	M	M	BM	U
— Allendale	on-site	M	M	M	M	M	M	M
— Anderson	questionnaire							
— Bamberg	on-site	M	E	M	M	M	M	O
— Barnwell	questionnaire							
— Beaufort	on-site	M	M	M	M	M	M	M
— Berkely	questionnaire							
— Calhoun	questionnaire							
— Charleston	on-site	M	BM	M	M	M	M	M
— Charleston North	on-site	M	BM	M	BM	M	M	BM
— Cherokee	on-site	BM	M	M	M	BM	M	BM
— Chester	on-site	M	BM	M	M	M	M	M
— Chesterfield	on-site	BM	M	M	M	M	M	M
— Clarendon	on-site	M	BM	BM	M	M	M	M
— Colleton	on-site	M	BM	M	M	M	M	M
— Darlington	questionnaire							
— Dillon	on-site	M	M	M	M	M	U	BM
— Dorchester	questionnaire							
— DOT Depot	questionnaire							
— Edgefield	questionnaire							
— Fairfield	questionnaire							
— Florence	on-site	M	M	BM	M	M	BM	BM
— Georgetown	on-site	M	M	M	M	M	M	M
— Greenville	on-site	M	M	M	M	M	M	M
— Greenwood	questionnaire							
— Hampton	on-site	M	M	M	M	M	M	M
— Horry	questionnaire							
— Jasper	on-site	BM	M	M	M	M	M	M
— Kershaw	questionnaire							
— Lancaster	on-site	BM	M	U	M	M	M	U
— Laurens	on-site	M	M	M	M	M	M	M
— Lee	questionnaire							
— Lexington	questionnaire							

Appendix H: Maintenance Facility Certification Rating by Area FY99

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
— Marion	on-site	M	M	E	M	M	M	O
— Marlboro	on-site	M	M	M	M	M	M	M
— McCormick	questionnaire							
— Newberry	questionnaire							
— Oconee	questionnaire							
— Orangeburg	questionnaire							
— Orangeburg (Holly Hill)	on-site	BM	M	M	M	M	M	M
— Pickens	questionnaire							
— Richland	on-site	M	M	M	M	M	M	M
— Saluda	on-site	M	M	M	M	M	M	M
— Spartanburg	on-site	M	M	U	BM	M	M	BM
— Sumter	questionnaire							
— Union	on-site	M	M	BM	M	M	M	M
— Williamsburg	questionnaire							
— York (Rock Hill)	on-site	M	M	M	M	M	M	M
— York no. 2 (York)	on-site	M	M	M	M	M	M	M
Education Television	questionnaire							
Forestry Commission								
— Columbia	questionnaire							
— Florence	questionnaire							
— Kingstree	questionnaire							
— Manchester	on-site	M	M	M	M	M	M	M
— Newberry	questionnaire							
— Niederhof	questionnaire							
— Sandhill	on-site	BM	NA	M	M	M	M	M
— Spartanburg	questionnaire							
— Taylors	questionnaire							
— Walterboro	questionnaire							
Francis Marion University	questionnaire							
Office of General Services								
— State Fleet Management	questionnaire							
John de la Howe	questionnaire							
Department of Mental Health								
— Crafts-Farrow	questionnaire							
— Main Facility (Columbia)	questionnaire							
— P.B. Harris Hospital	on-site	M	M	M	M	M	M	M
Dept. of Disabilities and Special Needs								
— Midlands Center	questionnaire							
— Coastal Center	questionnaire							
— Pee Dee Center	questionnaire							
— Whitten Center	on-site	M	M	M	M	M	M	M
State Law Enforcement Division	on-site	M	M	M	M	M	M	M
University of South Carolina	on-site	M	M	M	M	M	M	M
Dept. of Natural Resources	questionnaire							

O = Outstanding: exceeds established standards.

M = Meets established standards.

BM = Borderline Meets. Fails to meet established standards fully, but not to the point of being unsatisfactory.

U = Unsatisfactory. Fails to meet established standards. Facility must be improved immediately or face possible closure.

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY99

Agencies	Total			Total Maintenance Cost	MCPM	— Maintenance Cost per Mile by Type of Vehicle —									See notes	PM Intervals	
	Number owned	Leased Miles	Owned Miles			Sedan	Police	Pickup	Utility	Vans	Vans Miles	>10,000 Cost	Over 10,000 GVWR	Other		Months	Miles
Adjutant General	23	92,167	80,976	Note 13											10,11,12 13		
Adjutant General Emergency Preparedness		111,019															
Agriculture Department	41	18,537	327,517	\$ 6,751	0.0206										6		
Alcohol and Other Drug Abuse		55,340															
Archives and History	7		115,855	\$ 2,085	0.0180	\$0.019		\$0.005		\$0.020	35,702					6	5,000
Arts Commission	2	58,605	Trailers	Note 13											13	Note 13	
Attorney General		160,113															
B&CB Advisory Cmte on Intergovt Relations	No report														13		
B&CB Internal Operations		20,431															
B&CB Local Government		28,230															
B&CB Office of Human Resources	1	7,272	45	\$ -	0.0000	Note 13											
B&CB OGS (Excluding SFM)	92	40,657	1,328,854	\$ 49,492	0.0372			\$0.300		\$0.027	783,823	\$ 17,652	\$0.259		1	3	4 to 6,000
B&CB OGS State Fleet Management	1854	active	28,888,210	\$ 1,032,222	0.0357	\$0.025	\$0.035	\$0.029	\$0.026	\$0.031	8,623,639	\$ 11,096	\$0.124	\$0.053	14	3, 6	4 & 5,000
B&CB Office of Information Resources	1	6,017	3,771	\$ 4,671	1.2388									\$1.239		3	3,000
B&CB Research and Statistics	10	29,856	97,467	\$ 2,548	0.0261				\$0.090					\$0.021		6	5,000
B&CB Retirement Systems		86,614															
Babcock Center	101	1,022,146	2,058,903	\$ 1,578,426	0.7666	Note 13									1, 4, 7, 10		note 4
Blind Commission	18	421,613	401,925	\$ 21,948	0.0546			\$0.005		\$0.062	347,885					6	5,000
CCIC		69,247															
Central Midlands Council of Governments	2	42,868	12,500	Note 15						Note 13					13, 15		
Civil Air Patrol	No report														13		
Commerce Dept. - Aeronautics	No Report														13		
Commerce Dept. - Administration		573,111															
Comptroller		31,245															
Consumer Affairs		170,046															
Corrections Dept.	952	84,001	14,090,990	\$ 959,394	0.0681	\$0.036	\$0.074	\$0.070	\$0.063	\$0.067	6,096,297	\$ 72,258	\$0.186	\$0.103		6	5,000
Deaf and Blind School	69	188,015	590,701	\$ 138,867	0.2351	\$0.063		\$0.129	\$0.261	\$0.059	92,260	\$ 117,681	\$0.390			6, 12	5 to 9,000
DHEC	544	1,858,115	6,959,356	\$ 347,550	0.0499	Note 13										6	4,000
DOT	3576		39,796,882	\$ 6,319,097	0.1588	\$0.110		\$0.100	\$0.105	\$0.090	310,980	\$ 3,984,323	\$0.230	\$3.021		6	5,000
Education Department	6092	185,200	76,013,816	\$ 6,966,421	0.0916	\$0.034		\$0.050				\$ 6,857,565	\$0.093		3	note 3	
Election Commission	3		19,915	\$ 948	0.0476	\$0.048										6	3,000
Employment Security Commission	17		189,412	\$ 11,626	0.0614	\$0.032	\$0.194			\$0.107	68,331	\$ 5,000	\$0.548			6	5,000
Ethics Commission		41,702															
Educational Television	70		951,233	\$ 65,257	0.0686	\$0.077	\$0.148	\$0.050		\$0.067	603,698	\$ 1,716	\$0.531			12	5,000
Forestry Commission	351	10,925	2,598,655	\$ 214,718	0.0826	\$0.005		\$0.070	\$0.031	\$0.025	157,473	\$ 193,804	\$0.289			6	5,000
Governor's School of the Arts		31,002															
Governor's School of Science and Math	No Report														13		
Governor's Office	4	144,636	33,172	\$ 941	0.0284	\$0.033				\$0.023	15,278					6	5,000
Health and Human Services	231	740,094	Unkown	Note 13	Note 13										6, 12, 13		
Higher Education Commission		6,000															
Housing Authority		283,078															
Human Affairs Commission	No report																
Insurance Department		16,480															
John de le Howe	18		147,397	\$ 9,712	0.0659	\$0.046		\$0.109		\$0.031	71,549	\$ 384	\$0.287			6	5,000
Juvenile Justice	158	882,859	1,493,645	\$ 76,877	0.0515	Note 13										6	5,000
Labor, Licensing and Regulation	30	1,423,472	182,716	\$ 34,699	0.1899	\$0.020	\$0.060	\$0.090	\$0.180	\$0.030	47,880	\$ 1,778	\$1.128	\$1.324		6	5,000
Library, State	4		31,398	\$ 355	0.0113	\$0.002				\$0.044	6,727					6	5,000
Mental Health	813	598,228	5,948,851	\$ 585,490	0.0984	\$0.073	\$0.224	\$0.124	\$0.127	\$0.102	2,515,998	\$ 26,122	\$0.262	\$0.221		12	5,000
Minority Affairs		not reported															
Museum Commission	1	61,537	4,122	\$ 779	0.1890					\$0.189	4,122					3	3,000
Natural Resources	775		10,821,761	Note 13											13	3	4,000
Opportunity School (Wil Lou Gray)	17		58,288	\$ 7,642	0.1311	\$0.186		\$0.149	\$0.191	\$0.111	27,968	\$ 455	\$5.170	\$0.147	1, 10, 12	6	not shown
Patriots Point	No report																
Probation, Parole and Pardon		159,102															
PRT	201	84,248	2,245,669	\$ 177,552	0.0791	\$0.068		\$0.068	\$0.057	\$0.108	184,967	\$ 9,055	\$0.103		1, 10	3	3,000
Public Safety Department	1609	770,536	30,156,088	\$ 1,873,592	0.0621	\$0.013	\$0.045	\$0.046	\$0.060	\$0.019	168,942	\$ 16,083	\$0.049	\$0.227	14	3/6	4 & 5,000
Public Service Commission		311,154															

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY99

Agencies	Total			Total Maintenance Cost	MCPM	— Maintenance Cost per Mile by Type of Vehicle —									See notes	PM Intervals	
	Number owned	Leased Miles	Owned Miles			Sedan	Police	Pickup	Utility	Vans	Vans Miles	>10,000 Cost	Over 10,000 GVWR	Other		Months	Miles
Revenue		237,648															
Disabilities and Special Needs Central Office	14		146,554	\$ 6,668	0.0455									\$6,000		6	5,000
DDSN Coastal Center	56		405,599	\$ 34,226	0.0844	\$0.044		\$0.172		\$0.096	169,793	\$ 5,370	\$0.261			6	5,000
DDSN Midlands Center	73		430,002	\$ 64,052	0.1490	\$0.059		\$0.220	\$0.534	\$0.157	149,043	\$ 18,204	\$0.386		1, 2	6	4,000
DDSN Pee Dee Center	48		314,266	\$ 13,928	0.0443	\$0.017		\$0.066		\$0.048	203,663	\$ 1,999	\$0.206			6	4,000
DDSN Whitten Center	78		517,717	\$ 8,852	0.0171	\$0.011	\$0.023	\$0.007		\$0.026	7,602	\$ 412	\$0.013	\$0.112		6	5,000
Sea Grant Consortium		29,401															
Second Injury Fund	No Report																
Secretary of State		52,720															
State Law Enforcement Division	517		922,487	\$ 260,224	0.2821										6	6	4,000
Social Services	No Report	11,311,374															
Springdale Race Course	No Report																
State Accident Fund		57,317															
State Treasurer		16,284															
Trident Technical College																	
Technical-Comprehensive Education	14	3,660	82,583	Note 15				\$0.069		\$0.021	13,881	\$ 3,697	\$0.214		6	3	5,000
Denmark Technical College	8	53,921	49,000	\$ 3,000	0.0612										6		
Florence-Darlington Technical College	10	100,088	26,842	\$ 2,052	0.0765	\$0.075		\$0.088		\$0.040	10,996			\$0.724		6	5,000
Greenville Technical College		14,532															
Low Country Technical College	4	116,815	10,163	\$ 1,042	0.1025	\$0.072		\$0.167		\$0.000	1,320					6	5,000
Spartanburg Technical College	0																
Orangeburg Technical College	14		63,507	\$ 27,949	0.4401										6, 11, 13	3-4	
Williamsburg Technical College	4														13		
Citadel	45	141,703	130,998	\$ 57,150	0.4363	\$0.086		\$0.308	\$0.497	\$0.229	23,797	\$ 31,996	\$1.289			6	5,000
Clemson University	1091	2,056	2,988,381	\$ 131,234	0.0439	\$0.024	\$0.170	\$0.027	\$0.012	\$0.159	189,216	\$ 5,139	\$0.066	\$0.243		6	3 & 5,000
Coastal Carolina University	44		313,846	\$ 33,990	0.1083	\$0.261	\$0.078	\$0.143	\$0.087	\$0.084	150,202	\$ 1,755	\$5.698	\$0.096		3, 6	4 & 5,000
College of Charleston	43		371,194	\$ 32,084	0.0864	\$0.010		\$0.088		\$0.092	183,297	\$ 10,391	\$0.330		1, 10	3	3,000
Francis Marion University	31		231,790	\$ 22,909	0.0988	\$0.050	\$0.180	\$0.250		\$0.054	161,965	\$ 2,662	\$0.200			6	3 & 5,000
Lander University	No Report																
Medical University of South Carolina	125	50,345	1,107,078	\$ 303,723	0.2743	\$0.053	\$0.108	\$0.190	\$0.058	\$0.119	527,952	\$ 199,175	\$0.850	\$0.511		3, 6	5,000
South Carolina State University	108	2215	582,377	\$ 51,000	0.0876	\$0.043	\$0.325	\$0.133		\$0.102	90,502				1, 10	2, 4, 6	3,000
Winthrop University	58		118,513	\$ 10,577	0.0893	\$0.086		\$0.042		\$0.085	46,989	\$ 3,394	\$0.415		1, 10	6	
University of South Carolina	387		2,641,447	\$ 284,383	0.1077	\$0.036	\$0.188	\$0.119	\$0.088	\$0.100	688,860	\$ 43,743	\$0.398	\$0.331		1, 6	3000 & 5000
Vocational Rehabilitation	172	538,391	2,289,539	\$ 147,709	0.0645	\$0.034		\$0.076		\$0.035	1,773,307	\$ 81,367	\$0.178	\$0.0884	14	6	5,000
Workers' Compensation Commission		201,057															
TOTALS	20,631	23,855,045	239,393,973	\$ 21,986,415	0.0918	\$0.043	\$0.048	\$0.081	\$0.1450	\$0.058	24,555,904	\$ 11,724,277	\$0.1246				

Note 1: Recommend agencies review PM intervals.
 Note 2: PM intervals may be too often.
 Note 3: PM intervals for shool buses are based on cumulative miles, hours or fuel consumed.
 Note 4: Synthetic oil use does not change PM intervals.
 Note 5: PM intervals need immediate attention.
 Note 6: MCPM was not reported by vehicle type.
 Note 7: MCPM is very high.
 Note 8: Maintenance cost on trailers - not available.
 Note 9: MCPM applies only to the Medical Transportation Program.
 Note 10: SFM is available to discuss Maintenance procedures and policies.
 Note 11: All state maintenance shops require certification except National Guard Shops.
 Note 12: The Commercial Vendor Repair Program may be of benefit to your agency.
 Note 13: Not Reported.
 Note 14: Maintenance costs taken directly from SCESIS Cost Report for active vehicles.
 Note 15: Improperly reported.

**Light
Trucks
MCPM**

0.0714

Appendix J: State Fleet Accidents, FY99

Agencies	FY97 Accidents	FY97 Injuries	FY97 Fatalities	FY98 Accidents	FY98 Injuries	FY98 Fatalities	FY99 Accidents	FY99 Injuries	FY99 Fatalities
Adjutant General	2	0	0						
Adjutant General Emergency Preparedness				2	0	0	0	0	0
Agriculture Department	0	0	0						
Alcohol and Other Drug Abuse	0	0	0	0	0	0	0	0	0
Archives and History	1	0	0	0	0	0	0	0	0
Arts Commission	1	0	0	2	0	0	0	0	0
Attorney General	0	0	0	0	0	0	0	0	0
B&CB Advisory Cmte on Intergovt. Relations									
B&CB Internal Operations				0	0	0	0	0	0
B&CB Local Government				0	0	0	0	0	0
B&CB Office of Human Resources				0	0	0	0	0	0
B&CB OGS Executive Management	3	1	0	8	1	0			
B&CB OGS State Fleet Management				0	0	0	0	0	0
B&CB Office of Information Resources				0	0	0	0	0	0
B&CB Research and Statistics				0	0	0	0	0	0
B&CB Retirement System				0	0	0	0	0	0
Babcock Center	1	0	0	17	2	0	16	4	0
Blind Commission	0	0	0	0	0	0	0	0	0
CCIC	1	0	0				0	0	0
Central Midlands Regional Planning									
Civil Air Patrol									
Commerce Dept. - Aeronautics				0	0	0			
Commerce Dept. - Administration	0	0	0	0	0	0	0	0	0
Comptroller	0	0	0						
Consumer Affairs	0	0	0	0	0	0	0	0	0
Corrections	60	16	0	96	8	0	110	2	0
Deaf and Blind School	4	0	0	11	0	0	9	0	0
DHEC	19	5	0	23	0	0	32	3	0
DOT	170	63	0	177	55	2	138	35	0
Education Department	0	0	0	10	0	3	0	0	0
Election Commission	0	0	0	1	0	0	0	0	0
Employment Security Commission				0	0	0	0	0	0
Ethics Commission									
ETV	3	0	0	7	0	0	2	0	0
Forestry Commission	6	2	0	2	0	0	1	0	0

Appendix J: State Fleet Accidents, FY99

Agencies	FY97 Accidents	FY97 Injuries	FY97 Fatalities	FY98 Accidents	FY98 Injuries	FY98 Fatalities	FY99 Accidents	FY99 Injuries	FY99 Fatalities
Governor's School of the Arts									
Governor's School of Math and Science									
Governor's Office	0	0	0	0	0	0	0	0	0
Health and Human Services	35	20	0	63	23	0	75	52	0
Higher Education Commission	0	0	0	0	0	0	1	1	0
Housing Authority	2	2	0	0	0	0	2	0	0
Human Affairs Commission	1	2	0	0	0	0			
Insurance Department	0	0	0	0	0	0	0	0	0
John de la Howe	2	0	0	0	0	0	0	0	0
Juvenile Justice	8	1	0	5	0	0	15	1	0
Labor, Licensing and Regulation	2	0	0	4	1	0	12	2	0
Library, State	0	0	0	0	0	0	1	0	0
Mental Health Department	45	18	0	72	6	0	76	10	0
Minority Affairs									
Museum Commission				0	0	0	0	0	0
Natural Resources	31	10	0	53	7	1	46	2	0
Opportunity School (Wil Lou Gray)	0	0	0	0	0	0	0	0	0
Patriots Point	0	0	0	0	0	0	0	0	0
Probation, Parole and Pardon	16	8	0	17	7	0	13	6	0
PRT	3	0	0	6	0	0	3	0	0
Public Safety	247	88	3	303	69	3	294	48	1
Public Service Commission	0	0	0	0	0	0	0	0	0
Revenue and Taxation	0	0	0	0	0	0	0	0	0
Disabilities & Special Needs, Central Office	6	0	0	1	1	0	0	0	0
DDSN Coastal Center				4	4	0	1	0	0
DDSN Midlands Center				2	0	0	1	0	0
DDSN Pee Dee Center				0	0	0	0	0	0
DDSN Whitten Center				2	0	0	0	0	0
Sea Grant Consortium	0	0	0	0	0	0	0	0	0
Secretary of State									
State Law Enforcement Division	33	7	1	63	21	0	56	9	0
Social Services	57	0	0				74	0	0
Springdale Race Course									
State Accident Fund	0	0	0	0	0	0	0	0	0
Trident Technical College									

Appendix J: State Fleet Accidents, FY99

Agencies	FY97 Accidents	FY97 Injuries	FY97 Fatalities	FY98 Accidents	FY98 Injuries	FY98 Fatalities	FY99 Accidents	FY99 Injuries	FY99 Fatalities
Technical-Comprehensive Education	0	0	0	1	0	0	1	0	0
Denmark Technical College									
Florence-Darlington Technical College									
Greenville Technical College									
Low Country Technical College									
Orangeburg Technical College									
Williamsburg Technical College									
Citadel	2	0	0	1	0	0	1	0	0
Clemson University	12	2	0	30	0	0	21	0	0
Coastal Carolina University	1	0	0	2	3	0	3	0	0
College of Charleston	3	0	0	11	0	0	6	0	0
Francis Marion University	4	2	0	0	0	0	0	0	0
Lander University									
Medical University of South Carolina	27	6	0	15	4	0	19	11	0
South Carolina State University				3	0	0	11	3	0
Winthrop University	0	0	0	2	0	0	2	0	0
University of South Carolina	9	0	0	27	3	0	31	0	0
Vocational Rehabilitation	3	12	0	13	11	0	10	2	0
Workers' Compensation Commission	0	0	0	2	0	0	2	2	0
TOTALS	821	269	4	1058	226	9	1085	193	1

NOTE: Shaded cells = no report submitted.

Appendix K: Alternative Fuel Purchase Requirements

Energy Policy Act (EPAct)

Year	Federal Requirements	State Requirements	Fuel Provider Requirements	Municipal, Private Requirements (Proposed)
1997	25%	10%	30%	
1998	33%	15%	50%	
1999	50%	25%	70%	
2000	75%	50%	90%	20%
2001	75%	75%	90%	20%

NOTE: The above data depicts the percentage of qualifying new vehicles purchased that must use alternative fuel.

Department of Energy

State Government Advisory (dtd. March 13, 1996)

In response to public comments and consistent with the Act, the principal modifications to the proposed rule published Feb. 28, 1995, include.

*Delaying for one year, until Model Year 1997 (September 1, 1996), the start date of the statutory Alternative Fuel Vehicle acquisition schedule.

* A 12-month period to allow a state time to apply for and obtain approval of an Alternative State Plan for state fleets.

*Allocation of credits to state government fleets and covered fuel providers for newly acquired medium and heavy duty alternative fueled vehicles if their acquisition requirements are exceeded.

Appendix L: Alternative Fuel Vehicles — Agency Purchase Requirements

Model Year 1999

State Agencies	Affected New Buys 1998	% of Affected Total 1997 Buy	% of Affected Total 1998 Buy	Average Affected Vehicle Buy	Net AFV Purchase Requirement 1998 (15%)	Net AFV Purchase Requirement 1999 (25%)
Adjutant General	1	0.1335%	0.1261%	0.1298%	1	1
Adjutant General Emergency Preparedness		0.0000%	0.0000%	0.0000%	0	0
Agriculture Department	2	0.8011%	0.2522%	0.5266%	1	1
Alcohol and Other Drug Abuse		0.0000%	0.0000%	0.0000%	0	0
Archives and History	1	0.1335%	0.1261%	0.1298%	1	1
Arts Commission		0.0000%	0.0000%	0.0000%	0	0
Attorney General		0.0000%	0.0000%	0.0000%	0	0
B&CB Advisory Cmte. Intergovt. Relations		0.0000%	0.0000%	0.0000%	0	0
B&CB Internal Operations		0.0000%	0.0000%	0.0000%	0	0
B&CB Local Government		0.0000%	0.0000%	0.0000%	0	0
B&CB Office of Human Resources		0.0000%	0.0000%	0.0000%	0	0
B&CB OGS Executive Management	5	0.5340%	0.6305%	0.5823%	1	1
B&CB OGS State Fleet Management	302	35.5140%	38.0832%	36.7986%	46	44
B&CB Office of Information Resources		0.0000%	0.0000%	0.0000%	0	0
B&CB Research and Statistics		0.2670%	0.0000%	0.1335%	0	1
B&CB Retirement System		0.0000%	0.0000%	0.0000%	0	0
Babcock Center		0.0000%	0.0000%	0.0000%	0	0
Blind Commission	3	0.0000%	0.3783%	0.1892%	1	1
CCIC		0.0000%	0.0000%	0.0000%	0	0
Central Midlands Council of Governments		0.0000%	0.0000%	0.0000%	0	0
Civil Air Patrol		0.0000%	0.0000%	0.0000%	0	0
Commerce Dept - Aeronautics		0.0000%	0.0000%	0.0000%	0	0
Commerce Dept - Administration		0.0000%	0.0000%	0.0000%	0	0
Comptroller		0.0000%	0.0000%	0.0000%	0	0
Consumer Affairs		0.0000%	0.0000%	0.0000%	0	0
Corrections	46	9.6128%	5.8008%	7.7068%	7	10
Deaf and Blind School		0.0000%	0.0000%	0.0000%	0	0
DHEC*	45	7.0761%	5.6747%	6.3754%	7	8
DOT	159	20.2937%	20.0504%	20.1721%	24	24
Education Department		0.0000%	0.0000%	0.0000%	0	0
Election Commission		0.1335%	0.0000%	0.0668%	0	1
Employment Security Commission		0.0000%	0.0000%	0.0000%	0	0
Ethics Commission		0.0000%	0.0000%	0.0000%	0	0
Educational Television	3	0.1335%	0.3783%	0.2559%	1	1
Forestry Commission	24	3.0708%	3.0265%	3.0486%	4	4
Governor's School of the Arts		0.0000%	0.0000%	0.0000%	0	0
Governor's School of Science and Math		0.0000%	0.0000%	0.0000%	0	0
Governor's Office		0.0000%	0.0000%	0.0000%	0	0
Health and Human Services	1	4.1389%	0.1261%	2.1325%	1	3
Higher Education Commission		0.0000%	0.0000%	0.0000%	0	0
Housing Authority		0.0000%	0.0000%	0.0000%	0	0
Human Affairs		0.0000%	0.0000%	0.0000%	0	0
Insurance Department		0.0000%	0.0000%	0.0000%	0	0
John de la Howe	1	0.2670%	0.1261%	0.1966%	1	1
Juvenile Justice	49	0.4005%	6.1791%	3.2898%	8	4
Labor, Licensing and Regulation		0.0000%	0.0000%	0.0000%	0	0
Library, State		0.2670%	0.0000%	0.1335%	0	1
Mental Health Department	50	4.0053%	6.3052%	5.1553%	8	7
Minority Affairs		0.0000%	0.0000%	0.0000%	0	0
Museum Commission		0.0000%	0.0000%	0.0000%	0	0
Natural Resources*	3	0.2670%	0.3783%	0.3227%	1	1

Appendix L: Alternative Fuel Vehicles — Agency Purchase Requirements

Model Year 1999

State Agencies	Affected New Buys 1998	% of Affected Total 1997 Buy	% of Affected Total 1998 Buy	Average Affected Vehicle Buy	Net AFV Purchase Requirement 1998 (15%)	Net AFV Purchase Requirement 1999 (25%)
Opportunity School (Wil Lou Gray)		0.0000%	0.0000%	0.0000%	0	0
Patriots Point		0.0000%	0.0000%	0.0000%	0	0
Probation, Parole and Pardon		0.0000%	0.0000%	0.0000%	0	0
PRT	17	0.0000%	2.1438%	1.0719%	3	2
Public Safety	5	0.2670%	0.6305%	0.4488%	1	1
Public Service Commission		0.0000%	0.0000%	0.0000%	0	0
Revenue		0.0000%	0.0000%	0.0000%	0	0
State Treasurer		0.0000%	0.0000%	0.0000%	0	0
Disabilities and Special Needs, Central Office	9	1.3351%	1.1349%	1.2350%	2	2
DDSN Coastal Center		0.0000%	0.0000%	0.0000%	0	0
DDSN Midlands Center		0.0000%	0.0000%	0.0000%	0	0
DDSN Pee Dee Center		0.0000%	0.0000%	0.0000%	0	0
DDSN Whitten Center		0.0000%	0.0000%	0.0000%	0	0
Sea Grant Consortium		0.0000%	0.0000%	0.0000%	0	0
Second Injury Fund		0.0000%	0.0000%	0.0000%	0	0
Secretary of State		0.0000%	0.0000%	0.0000%	0	0
State Law Enforcement Division		0.0000%	0.0000%	0.0000%	0	0
Social Services		0.0000%	0.0000%	0.0000%	0	0
Springdale Race Course		0.0000%	0.0000%	0.0000%	0	0
State Accident Fund		0.0000%	0.0000%	0.0000%	0	0
Trident Technical College		0.0000%	0.0000%	0.0000%	0	0
Technical-Comprehensive Education		0.1335%	0.0000%	0.0668%	0	1
Denmark Technical College		0.0000%	0.0000%	0.0000%	0	0
Florence-Darlington Technical College		0.0000%	0.0000%	0.0000%	0	0
Greenville Technical College		0.0000%	0.0000%	0.0000%	0	0
Low Country Technical College		0.0000%	0.0000%	0.0000%	0	0
Spartanburg Technical College		0.0000%	0.0000%	0.0000%	0	0
Orangeburg Technical College		0.0000%	0.0000%	0.0000%	0	0
Williamsburg Technical College		0.0000%	0.0000%	0.0000%	0	0
Citadel		0.2670%	0.0000%	0.1335%	0	1
Clemson University	35	6.2750%	4.4136%	5.3443%	6	7
Coastal Carolina University		0.0000%	0.0000%	0.0000%	0	0
College of Charleston	3	0.1335%	0.3783%	0.2559%	1	1
Francis Marion University		0.0000%	0.0000%	0.0000%	0	0
Lander University		0.0000%	0.0000%	0.0000%	0	0
Medical University of South Carolina	3	0.9346%	0.3783%	0.6564%	1	1
South Carolina State University	2	0.0000%	0.2522%	0.1261%	1	1
Winthrop University		0.1335%	0.0000%	0.0668%	0	1
University of South Carolina	24	3.0708%	3.0265%	3.0486%	4	4
Vocational Rehabilitation		0.4005%	0.0000%	0.2003%	0	1
Workers' Compensation Commission		0.0000%	0.0000%	0.0000%	0	0
STATE TOTALS**	793	100.00%	100.00%	100.00%	132	138

* Updated number of affected Vehicles

**The State of South Carolina has continued to satisfy EPA92 requirements and currently has a balance of 19 AFV credits.

Appendix M: State of South Carolina Vehicle Utilization Criteria

The following utilization criteria are established for the categories of vehicles indicated.

SPECIAL PURPOSE VEHICLES

Definition: Special purpose vehicles are those designed or adapted for specialized use other than providing transportation for personnel, supplies, or equipment. Such vehicles have limited or no capacity for practical utilization in a general-purpose role. Includes marked and unmarked police vehicles; fire, ambulance and emergency vehicles; utility maintenance trucks, refuse trucks, and similar vehicles with specialized engine or mounted equipment designed for specified task accomplishment.

Utilization Criteria: No specific utilization criteria are set for special purpose vehicles. Instead, the need for these vehicles will be determined on a case-by-case basis, taking into consideration such factors as the purpose of the vehicle, the organization's mission, and statutory requirements for such vehicles.

GENERAL PURPOSE VEHICLES

Definition: General purpose vehicles are vehicles designed for normal commercial or private ownership and use in transporting personnel and cargo.

Utilization Criteria: The following utilization criteria are established for general purpose vehicles of 10,000 pounds Gross Vehicle Weight Rating (GVWR) or less:

Vehicles Within Their Life Cycle: (As defined by State Fleet Management in the *State Motor Vehicle Management Manual* - extract attached). In order for these vehicles to be considered

efficiently utilized, records must indicate that they satisfy either a minimum “mileage” utilization criteria or a minimum “frequency of use” criteria.

Mileage Utilization Criteria: Whenever a vehicle is reviewed to determine if it meets the mileage utilization criteria, the reviewer should examine the utilization of that vehicle over its entire life, up to the date of the review. This criteria is determined by dividing the expected lifetime mileage of a particular class of vehicle by the expected lifetime *maximum* age of that class (in months) (Appendix K - *Motor Vehicle Management Manual* - attached), then multiplying the result by the number of months the vehicle has been in service.

Example: A compact sedan which has been in service thirty-two months is reviewed for utilization. At the time of the review, the sedan has accrued 24,000 miles.

$75,000 \text{ miles} / 72 \text{ months} = 1042 \times 32 \text{ months} = 33,344$

During its time in service, the sedan should have accrued 33,344 miles; therefore, it *does not meet* the minimum mileage utilization criteria.

Frequency of Use Criteria: For all classes of vehicles, the vehicle must have been used an average of 75% of the State workdays during the twelve calendar months preceding the review.

Example: Same compact sedan, 24,000 accrued miles, used on 200 days during the last twelve calendar months.

$260 \text{ annual workdays} \times .75 = 190 \text{ days}$

Vehicle *meets* minimum “frequency of use” criteria.

Vehicles Beyond Their Expected Life Cycle: The retention of vehicles beyond their recommended life (in age or mileage) is discouraged, since these vehicles will inevitably lead to increased fleet maintenance costs. It is recognized, however, that some agencies’ budget constraints necessitate retention of older vehicles. Therefore, those vehicles must meet *either* of the following utilization criteria:

Frequency of Use Criteria: The vehicle must have been used an average of 50% of the State workdays during the last twelve calendar months preceding review.

Cost Benefit Criteria: The total current cost per mile (CPM) of retaining and operating the vehicle must not exceed the total average CPM of the same class of “within life cycle” vehicles. In the event it is necessary to repair these vehicles, the Economic Repair Criteria established by State Fleet Management applies, and agencies should follow the current announced procedures for using that criteria. The following types of vehicles are exempted from these utilization criteria:

- Special purpose vehicles (see preceding definition)
- Vehicles of more than 10,000 pounds GVWR.
- Vehicles assigned to law enforcement Officers
- Vehicles assigned to statewide elected State officials.
- Vehicles assigned to agency heads.
- Vehicles assigned to employees for emergency response purposes.

Exception: Agencies having vehicles which do not meet the utilization criteria established above may submit justification, by letter, to SFM, for retention of these vehicles. This justification should be sufficiently detailed to allow SFM to make an informed decision concerning the agency’s need for the vehicle.

Appendix N: SCEMIS Users as of 30 June 1999

Agency	no. of users
Agriculture	5
Blind Commission	2
Budget and Control Board, State Fleet Management	40
Budget and Control Board, Surplus Property	8
Coastal Carolina University	5
Corrections	28
DHEC	9
Disabilities and Special Needs	9
Educational Television	6
Employment Security Commission	2
Forestry	3
Francis Marion University	2
Juvenile Justice	2
Labor, Licensing and Regulation	6
Medical University of South Carolina	2
Museum Commission	1
Probation, Parole and Pardon	1
Public Safety	10
Social Services	2
State Law Enforcement Division	5
University of South Carolina	1
Total Authorized Users	149